

POSITION STATEMENT

Trinity School

NEW YORK, NEW YORK



CHIEF ADVANCEMENT OFFICER SEARCH

START DATE: JULY 1, 2026



Trinity School





HISTORY

Trinity School was founded in 1709 with founder William Huddleston opening the school to teach poor children in the parish of Trinity Church which is at the head of Wall Street. The first schoolhouse was built on church grounds in 1749. The building burned down two months later, was rebuilt, and Columbia University, then King's College, was founded in that building's first floor. The fact that the School started as a charity school is a point of profound pride that from the very moment of inception the school has been mindful of the obligation to serve as a vehicle for mutual caretaking and civic mindedness. In a way, as one parent put it, "Trinity is the best version of a public school."

Indeed, every single aspect of the Trinity School program: the Office of Public Service, the Chapel program, the equity work, the 22-sport Athletic Program, its 14 Community Circle Partnerships, the 8 Global Engagement trips, 40 performing arts performances among others points to the effort to turn the school's unique talents and privileges into service toward the greater good.

It is encapsulated in the Trinity motto, *Labore et Virtute*, which speaks of being unapologetically

and proudly academic while lifting each other up with moral excellence. The recently appointed Head of School, Alexis Mulvihill, eloquently articulates this:

"The Trinity community is one in which students feel a profound sense of meaning, purpose, and pride in their hard, imperfect work. Our families look at their relationship with us for a place of covenant, as opposed to contract. Our faculty and staff feel unreservedly proud about the staggeringly important work they do every single day offering our students safe passage—thrilling passage—into the rest of their lives. There is no work in the work more important than what we all do together."

The school moved to its current location at 91st Street between Amsterdam and Columbus Avenues on the Upper West Side of Manhattan in 1895. It occupies seven connected buildings that include two swimming pools, the John McEnroe '77 Tennis Courts, and a new performing arts center opened in 2017 with a 65,000 square foot addition. Shortly before the completion of the new upper school building in 1968, Trinity severed its Episcopal ties with Trinity Church and is now sectarian. The school does retain an Episcopal priest who helms the weekly chapel services.

THE OPPORTUNITY

The Chief Advancement Officer will have the opportunity to partner with the recently appointed Head of School in furthering Trinity's educational mission. The candidate will be an integral part of the senior administrative team and will be an involved and valuable thought partner with the Head of School. The appointed individual will have had a significant track record in developing and disseminating strategic communications both to an internal community and the wider world, recognizing the complexity within the community, New York City, and its position as a world-wide leader in independent school education.

Building on a solid foundation of philanthropy, the Chief Advancement Officer will inherit a healthy and vibrant giving program, dedicated team members, and a committed school community. The Chief Advancement Officer will lead a professional development team in preparing for, executing, and successfully completing the school's upcoming 325th Anniversary campaign. In meeting the goals established for this position it is essential that the person understands the role that Trinity School plays in the New York City independent school landscape, and both embraces and embodies the spirit of the city.

The successful candidate will be an experienced fundraising professional who has served at an educational institution or non-profit known for best practices and its history for attracting voluntary support from a broad audience.



RESPONSIBILITIES INCLUDE:

- Understand and make decisions guided by the mission and vision of Trinity School
- Lead and inspire the Advancement Office to oversee, evaluate, optimize, and provide strategic direction (Trinity 2028) for all fundraising programs including capital, annual fund, and planned-giving as well as elements such as data protocols and processes, research, and stewardship.
- Supervise the Advancement Office to ensure all constituent groups are knowledgeable about the School and have opportunities to support the School and remain involved; of special note is the oversight for the direction and coordination for alumni affairs programming. The position also oversees that the School's policies on fundraising and gift acceptance are fully met and implemented.
- Attend advancement-related and school-related events as appropriate, serving as an exceptional ambassador to all school constituencies
- Earn the confidence of administrative teams (advancement, admissions, communications), providing leadership and direction while fostering a culture of enthusiasm and collaboration.

- Determine novel approaches to all advancement activities, eschewing conventional practices when appropriate, ensuring a growth mindset approach in office strategies so that Trinity School evolves as a national model of advancement for all independent schools.
 - Identify, qualify, cultivate, solicit, and effectively steward a portfolio of prospects, facilitating and inspiring transformational investments in the school.
 - Oversee the planning, management, and performance of the Advancement Committee.
 - Serve as secretary to the Trustees Committee to help identify, cultivate, and vet potential trustees.
 - Attend certain Trustee committee meetings relating to fundraising, e.g., Finance, Investment, Facilities.
 - Travel as needed to meet with key constituents, focusing on capital fundraising and trustee identification.
- Collaborate with the Directors of Admission and Financial Aid to oversee strategic elements of the enrollment process, including student recruitment, marketing, financial aid, and tuition financing programs towards realizing increased access and affordability for families.
 - Collaborate with the Directors of Admission and Financial Aid and Director of Communications to coordinate all school communication efforts and brand integration and strategy, including the online communications (website, social media), as well as other school publications including but not limited to the School magazine, donor newsletters, and annual report.
 - Collaborate with the Chief Financial Officer, and participate, where appropriate, in operational matters including campus management, budget planning, and other strategic issues.

TRINITY AT A GLANCE

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| Founded: | 1709 |
| Grade levels: | K-12 |
| 2025-2026 projected budget: | \$76 million |
| Tuition, 2024-2025: | \$69,000 |
| Financial aid: | \$11,283,700 ; average financial assistance award: \$53,0457; 19.4% of student enrollment |
| Endowment: | \$90 million |
| Operational support: | \$8 million (annual fund) |
| Number of employees: | 278 employees, 39% identify as people of color; 83% of faculty hold advanced degrees |
| Enrollment: | 1,040 total |



ACADEMIC PROGRAM

- To answer the questions, “How do we do things better?” and “What is our idea of excellence?,” much time and thought was put into the response, Trinity 2028, summarized in its response as follows:
- Our Vocation: The conversation between student and teacher is the heart of our school: all that we do must be born of and nourish that relationship.
- Our Obligation: We must ask our young people what they believe in so they can know themselves in the world.
- Our Promise: As a school community with these purposes and responsibilities, we will engage the larger communities of city, nation, and world of which we are a part.
- Our Means: Labore et Virtute. Hard work and moral excellence, are meant to strengthen and pursue the promise and joy of Trinity School.
- For more specific information about the academic, athletic and arts program, please click here: <https://www.trinityschoolnyc.org/our-programs/academics/lower-school>

THE CHAPEL PROGRAM

The student-centric Chapel Program, rooted in the form and ethos of Trinity’s Episcopal heritage, supports the religious and philosophical diversity of current Trinity students and encourages them to reflect on questions that have long been of central importance to human life.

It is a critical element in the commitment to promote the ideals of community, service, moral development, and spiritual growth. As a nonsectarian school, the school seeks to develop an atmosphere of free and open inquiry into the various aspects of faith and knowledge. The goal is to assist students to clarify their beliefs, assess their values, and learn to act responsibly based on their convictions.

FINANCES and FUNDRAISING

The plans for a comprehensive campaign associated with the 325th anniversary are being formulated. With a new Head of School, this is an opportune moment for this individual to provide strategic leadership that will enable Trinity to dream big. Preliminary work has identified a healthy group of 7- and 8-figure donors for what will principally be an endowment campaign. However, the next Chief Advancement Officer is not here to do just a particular task; the person must have a deep attachment to the school that will match the enthusiasm of its constituents.

Gifts are seen as investments important to use in ways that benefit the outside world with values of community and respect. It is critical to have expressions of stewardship that convey belonging and make everyone feel welcome and valued at whatever level of financial support provided. The families who come to Trinity range from multiple generational legacies to students who are the first generation of their families to attend college.

There is a desire to elevate and strengthen the advancement infrastructure to reflect best practices and processes to ensure sustainable and robust philanthropy in the years to come. Engaging families with long histories at the School who have been so helpful and appropriately recognizing the impact of their support is especially necessary. Having a growth mind-set, communicating more openly, sharpening the list of major gift opportunities, a willingness and openness to try some innovative ideas, studying other peer schools to see how improvements can be made are all part of the directional arc to be set.



Annual Giving, being the referendum that it is, has grown steadily and is now topping \$8 million. It is a strength of the school. However, the school aspires to fortify this vital aspect of support through a compelling case for support and stewardship that highlights the impact of the investment made in the daily life of students across campus.

Alumni participation has remained at 20-25% over the past four years. Alumni affinity groups have been established and are an area of potential growth for engagement and commitment. Grandparents and parents of alumni are other avenues of support that could be strengthened as well.

The advancement and alumni relations team is comprised of nine individuals, some of whom have deep ties to the school. The team is eager for a leader who will help them develop further knowledge, skills, and capacities to grow further as professionals while providing clear direction and inspiration. Trinity has an endowment with a value of \$90 million. The school is carrying \$28 million of debt. There is understandable interest in bolstering the school's endowment which is undersized relative to its peer New York City institutions and other leading nationwide schools.

LEADERSHIP

Board of Trustees

In partnership with the Head of School, a 41-member Board of Trustees governs Trinity. Composed of current and past parents, alumni, and community leaders, the Board ensures that Trinity continues to live out its mission through its strategic planning efforts and stewardship of the school's financial resources.

Chair of the Board of Trustees

Igor Kirman is Chair of the Board of Trustees. Igor has been on the Board for nine years and is serving in his second year as Board Chair. He received a B.A. in Ethics, Politics and Economics magna cum laude from Yale University and completed his J.D. at Columbia Law School. He is a partner at Wachtell, Lipton, Rosen & Katz. He was born in the Ukraine and speaks Russian.

Head of School

Alexis Mulvihill is the 30th Head of School and the first permanent female Head of School to hold this title. She joined Trinity's English Department in 2011, became Chair two years later, became the Assistant Head of School for Academic Affairs in 2017 and has led a number of important school initiatives including the Anti-Racism Task Force, leading to her role as Assistant Head of School. She holds a master's degree in English from Stanford University and bachelor's degree in English from the University of Chicago.

Alexis graduated from St. Mark's School (MA) and has taught at the American International School in Mallorca, Spain; North Shore Country Day School in Winnetka, IL; and The College Preparatory School in Oakland.

LEADERSHIP QUALITIES, PERSONAL ATTRIBUTES, AND QUALIFICATIONS

CANDIDATE QUALITIES:

- Enthusiastic commitment to the school's mission.
- Demonstrated servant leadership style, embodying Trinity School's mission as exemplifying a collaborative, decisive, motivating, and engaging communication style.
- A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way has an unflappable moral compass
- High degree of emotional intelligence, including self-awareness, self-management, social awareness, and empathy.
- An active listener and curious learner.
- An extremely well-organized, meticulous individual who has a high energy level together with an accompanying sense of urgency.
- Bright, Industrious, independent-minded and determined, with a commitment to excellence and the drive to achieve results.
- Entrepreneurial and initiative-taking with the ability to transmit passion to and through others.
- Strong analytical and persuasion/negotiation skills.
- Ability to recruit, train and manage volunteers.

- An accessible and approachable people person with a good sense of humor.
- Self-confident and secure in one's achievements without seeking or requiring recognition; intrepid yet tactful.
- Ability to navigate the complexities and ambiguities of leading and inspiring others in a complex, deeply invested community. A diplomat comfortable in diverse circumstances who can maintain the presence, demeanor, and skills necessary to represent Trinity School effectively.
- Professionalism and discretion; ability to maintain confidentiality.
- Flexible and trustworthy.
- Exceptional interpersonal, communication, and organizational skills; ability to articulate complex ideas in a credible, meaningful manner and translate them into action
- Motivated, problem-solver, and willingness to roll up your sleeves.
- Cooperative, open-minded individual who appreciates the value of teamwork and collaboration.
- Growth mindset and ability to seek and utilize data to inform decision-making, implementing strategies to enhance development efforts.
- Comfort and proficiency with inspirational and informative presentation-making.
- Managing up, down, and sideways in an effective manner.
- A commitment to diversity, equity, inclusion, and justice.

QUALIFICATIONS

- A minimum of 10 years of progressive leadership experience in independent schools, higher education, or nonprofit fundraising, with an understanding of the independent school environment preferred.
- A bachelor's degree is required; an advanced degree in a relevant field (e.g., education, nonprofit management, business) strongly preferred.

- Proven history of designing and executing effective fundraising strategies in the areas of annual giving, major gifts, capital campaigns, and planned giving.
- Superior talent for identifying, selecting, retaining, and inspiring outstanding advancement professionals; exceptional leadership and team-building skills with the ability to inspire, motivate, and grow team members
- Demonstrated ability to build strong relationships with donors, families, alumni, trustees, and community partners.
- Strong organizational and project management skills with keen mindfulness and ability to manage multiple priorities simultaneously.
- Comfortable serving as a public ambassador for the School.
- Experience with Raiser's Edge donor records systems.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, such as the ability to communicate in English and use a computer. This position is active and requires navigating a large, multi-level campus. Additionally, employees must be able to:
- Be stationary at a computer and keyboard for moderate periods.
- Transport up to 20 pounds on a frequent basis.
- Ability to communicate with students, parents, and groups of individuals

TRAVEL

- Ability to work occasional evenings and weekends, means of travel to off-site events, ability to travel, domestically and abroad as needed.



FOR CANDIDATES

COMPENSATION AND BENEFITS

Trinity School uses a salary scale that is based on education and years of experience and is anticipated to be in the \$315,000-350,000 range, a robust and comprehensive benefits package, and professional development opportunities. The school is committed to supporting team members in their personal and professional growth.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Duties and tasks in this position are varied and complex. The position works on whole problems or projects. This position directs projects, and challenges are resolved with complex and precedent-setting solutions. This position requires a high degree of collaboration. This position operates in a professional school environment. The functions of this position are performed in a typical office environment with no known hazards.

Trinity School is fully committed to a culturally diverse faculty and student body. The school is an equal opportunity employer. Trinity School does not discriminate in its hiring or employment practices based on race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, genetic information, or other legally protected characteristic or status.

Prior to submitting your resume for this position, please read it for accuracy. RG175 verifies academic credentials for its candidates and conducts a thorough review of candidates' social media presence. Trinity School will conduct thorough background checks prior to finalizing an offer.

TO APPLY

If the possibilities in this opportunity excite you, please apply online at the RG175 website: <https://rg175.com/candidate/signup>

The application should include:

- Letter of interest
- Resume or CV
- Writing sample of your choice

The deadline for receipt of the full application is **December 19, 2025**

For any questions or additional information about the position, please contact the RG175 consultant below:

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