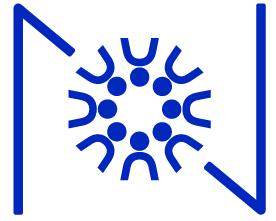


THE
NUEVA
SCHOOL



Director of Alumni, Parents of Alumni,
Grandparents Relations Position Statement
The Nueva School
Hillsborough, California



AN EXTRAORDINARY OPPORTUNITY: SETTING THE STANDARD FOR FUTURE-READY SCHOOLS

The Nueva School, an internationally recognized, nonprofit, independent day school, has served gifted and talented learners since 1967. Today, Nueva serves approximately 940 students PreK-12. Nueva is located in the neighboring towns of Hillsborough and San Mateo, equidistant between San Francisco and Silicon Valley, serving six different counties throughout the Bay Area of Northern California.

The school's two-fold mission is summarized by the phrase, "Learn by doing, learn by caring." The first part of the mission is for the school community to inspire passion for lifelong learning, foster social and emotional acuity, and develop the imaginative mind through an outstanding, tailored education. The second part of the mission is to reach teachers, students, and administrators everywhere by engaging the education community actively within the Bay Area, across the nation, and around the world.

Nueva has set the standard for facilitating the growth and development of gifted learners. Gifted learners are those who demonstrate outstanding levels of academic aptitude (an exceptional ability to reason and learn), intellectual engagement, and curiosity. They often display unusual talent in other domains, such as athletics, music, dance, or the arts.

A constructivist school, Nueva is known for its distinctive inquiry-based interdisciplinary studies, project-based learning, and pioneering work in social-emotional learning and design thinking. Teacher partnerships and collaboration across subject areas provide rich assignments where students learn in layered, interdependent, and complex ways. Nueva faculty prepare students to be problem solvers today, facilitating learning opportunities that tackle complex, meaningful issues. The faculty is truly extraordinary; 80% of the faculty hold an advanced degree.

Nueva teaches to the stage, not the age, of each student. This personalized approach results in stimulating learning experiences, driven by students' curiosity. Nueva students learn by doing. They construct knowledge through hands-on engagement. As experts in project-based learning, teachers guide authentic, purposeful investigations that enable discovery while building the skills students need to be successful.





Student choice is woven into all of their learning. Their interests guide their studies, sparking authentic questions, deep investment, and joy in learning. They have a voice in choosing themes, topics, activities, clubs, and much more, as classroom and community citizens. This personalized approach results in stimulating learning experiences, driven by our students' curiosity.

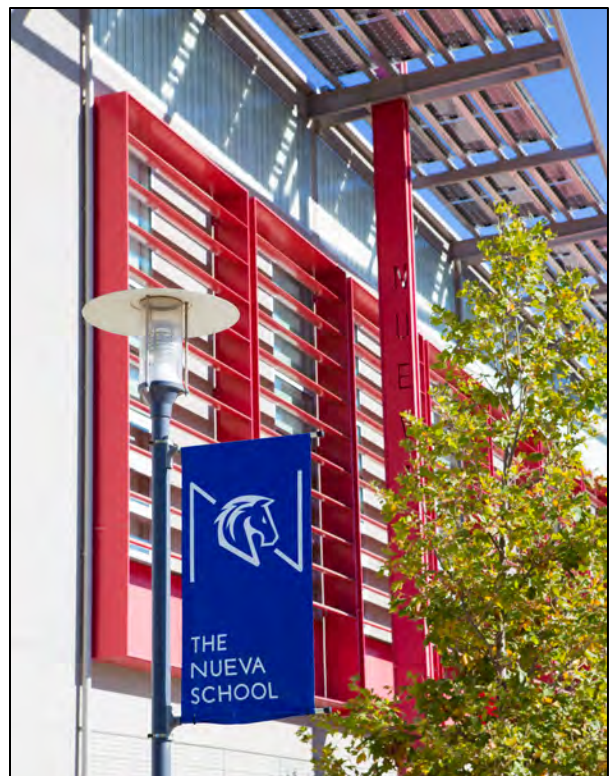
The school has received the US Department of Education National Blue Ribbon Award and the American Institute of Architects Award for School Design and Sustainability, and has been recognized as an Apple Distinguished Program and appointed an Ashoka Changemaker School. Nueva has co-founded the Common Ground Speaker Series, hosts the biennial Innovative Learning Conference, and was highlighted by the Pulitzer Prize-winning and New York Times best-selling author Thomas Friedman in his book *That Used to Be Us* in the chapter "Average Is Over."

THE POSITION OVERVIEW

The Director of Alumni, Parents of Alumni, and Grandparents Relations will report to the Director of Development and will be responsible for the strategic and tactical execution of the school's goals towards maintaining an engaged and loyal base of alumni, parents of alumni, and grandparents (of current students and alumni). S/he will plan collaboratively with leadership to maximize potential impact and benefits in critical areas of alumni relations. S/he will ensure that Nueva priorities, mission, and stewardship components are reflected in all work.

PRIMARY RESPONSIBILITIES:

- Help create, implement, and maintain a strong alumni, parents of alumni, and grandparents relations program.



The Nueva School : Director of Alumni, Parents of Alumni, Grandparents Relations

- Identify alumni cohorts and constituencies.
- Maintain an effective and accurate alumni tracking system.
- Help create a pipeline for alumni giving.
- Manage alumni, parents of alumni, and grandparents annual fund and annual auction solicitations.
- Help manage major gift and capital campaign solicitations of alumni, parents of alumni, and grandparents.
- Assist in acknowledging all donations and pledges by written correspondence or other means.
- Plan, organize, and implement receptions, reunions, meetings, and special events both at the school and more remote locations for alumni, parents of alumni, and grandparents.
- Work with the Director of Development and communications department to create appropriate alumni, parents of alumni, and grandparents relations collateral material.
- Perform other duties as assigned by the Director of Development or Head of School.

QUALIFICATIONS

- Proven alumni relations experience, preferably in a K-12 setting.
- The personality, energy, intellectual integrity, warmth and leadership ability to inspire a school community; positive, passionate, can-do spirit.



The Nueva School : Director of Alumni, Parents of Alumni, Grandparents Relations

- Vision, creativity, flexibility, and the capacity to develop a departmental strategic plan for raising philanthropic support to execute the school's strategic plan.
- A proven track record of progressively challenging fundraising success, including annual operating support (annual fund, annual auctions and events), major gifts, capital campaigns and planned giving.
- Strong and demonstrated success in leading, managing and dealing diplomatically and comfortably with a diverse community of parents, students, alumni, volunteers, partners and colleagues and have the presence, demeanor, and communication skills necessary to represent all of the Nueva School constituency effectively; excellent responsiveness to all constituencies.
- Understanding of independent school communities and culture, including an eagerness to work hard as both leader and team member.
- The ability to meet deadlines within context of a complex office/school/community calendar.
- Independent school experience is highly desirable.
- Excellent oral, written communication and presentation skills.
- Active engagement in professional development and understanding of current best practices.
- Database (CRM), prospect research, and general technology experience required – Raiser's Edge/NXT experience strongly preferred;





- Personable, positive, helpful personality; customer-service mindset.
- Sensitivity, discretion, and a sense of humor.
- Detail oriented with excellent organizational skills.
- Ability to manage and prioritize multiple responsibilities simultaneously.
- Ability to manage competing demands, and adapt to frequent or unexpected changes.
- Demonstrated ability to use good judgment and maintain confidentiality.
- Commitment to The Nueva School's mission.
- 5+ years of relevant development experience.
- Bachelor's degree required.

THE NUEVA SCHOOL HISTORY AND ACADEMIC PROGRAM

The Nueva School began as the dream of Karen Stone McCown and grew from her conviction that each individual has a responsibility to make the world a better place. The daughter of two teachers, Karen decided in the early 1960s to make a significant contribution to education. Her initial investigations convinced her that much attention was being directed toward the developmentally disabled, the disadvantaged, underachievers, and those with learning disabilities, but little was being done for children who were identified as gifted and talented learners.

For five years, Karen met with noted educators, Nobel laureates, psychologists, physicians, and people in business to

investigate the needs of gifted learners, the resources within schools, and the needs of society. Karen's investigations resulted in the establishment of Nueva in 1967. It opened in an old house and portable buildings in Menlo Park, with only kindergarten, first, and second grades. In 1971, Nueva moved to its present Lower and Middle School site, the former William W. Crocker Skyfarm mansion, on thirty-three acres in Hillsborough. Nueva currently serves nearly nine hundred gifted and talented learners in prekindergarten through twelfth grade with approximately two hundred and twenty faculty, staff, and administrators. In fall 2013, Nueva welcomed its first class of ninth-grade students to classrooms at the College of San Mateo while it expanded into a high school designed to prepare students for life in the 21st century. The new high school campus at Bay Meadows in San Mateo opened in August 2014 and is now home to students grades 9–12.

Nueva provides a strong academic curriculum, emphasizing critical thinking and problem-solving skills. The school also stresses affective education: helping students to develop self-esteem, take responsibility for their choices and behavior, and learn the skills necessary for cooperative problem-solving. In the years since it opened, Nueva has become a widely recognized leader in the field of education for the gifted. In 1987–88, 1996–97, and 2010, Nueva received the United States Department of Education Blue Ribbon School award. Nueva hosts numerous outreach programs, including the Innovative Learning Conference (ILC), Design Thinking Institute, Equity & Inclusion Institute and more. The ILC draws over a thousand teachers, administrators, researchers, speakers, and parents from around the world.

At Nueva, *collaborative learning* is a core part of everything that is done. Whether it's running



a farmers' market, winning robotics awards, or working together to solve real-world problems, Nueva students apply social-emotional skills in innumerable ways. Every classroom becomes a space for discussion and collaboration, where students learn with and from each other. Classes are small — often fewer than a dozen students — and discussion-based. Teachers and students contribute to the conversation unabashedly, united by a drive to learn. Students are so engrossed in what they are learning, one parent was mildly “complaining” that she has difficulty getting her twin fourth-graders to get in the car at the end of the day because they are enjoying being at school so much.

Nueva puts an emphasis on *design thinking* and *social-emotional learning* through project-based learning. From launching experiments for the International Space Station to analyzing text through machine learning, and everything in between, projects allow students to dive deep into a practical application of their studies. Whether it's for

core courses, academies, electives, Quest, or Recital Projects, project-based learning is at the core of every Nueva education. Semester and yearlong culminations allow students to not only share their work but also to see what their peers have been working on. Instead of sitting for exams, students explore and apply content in a meaningful manner.

At Nueva, teachers create projects and activities that are interconnected through multiple classes. An example of this *interconnected curriculum* is the sustainable living project; students are given the task of designing and building a model of a house set in a foreign country. Sixth-graders discover how to implement sustainable living features in science class, create a comprehensive budget in math class and research the culture and common house types of international locations in world language class. This is a more real-world approach that prepares students for an environment that has less separated classes and more cohesive projects or all-inclusive tasks.



The Nueva experience provides a constructivist education program that revolves around dynamic exploration of class themes and *project-based learning*. It is a negotiated curriculum; students and teachers collectively define the course materials and lesson trajectory. Learning is cemented through projects and culminations. By replacing tests and exams with project-based learning, students learn curricula beyond memorizing for the sake of a test and instead apply their knowledge and problem-solving skills in dynamic, real-world scenarios — beyond the classroom.



Nueva's internationally recognized *social-emotional learning program* has been fundamental to the commitment to nurture the whole child since the school's inception in 1967. The values of care for self, care for others, and care for the community are the foundation of the school culture. SEL skills are taught at every grade level beginning in prekindergarten, with curriculum evolving in an age-appropriate way.



A process for creative problem-solving, *design thinking* is a pillar of Nueva's learning approach. It draws on the humanities for empathy and ethnography; the arts and engineering for idea generation and invention; and the sciences for hypothesis creation, prototyping, testing, and reflection. Students develop the mindset to identify situations where they can better the world, and design thinking gives them the tools and resolve to take action. Nueva partnered with IDEO and Stanford's d.School to develop the first design thinking program and Innovation Lab (I-Lab) specifically for PreK–12 education. Students engage in design thinking across the curriculum daily — in our two dedicated I-Labs and in their classrooms.

Nueva students become *global citizens* positively and profoundly impacting the world by identifying situations where they can make positive changes and develop the tools to take action. School trips, from nearby California wilderness to countries around the world, provide immersive and inspiring learning experiences.

THE CAMPUSES

The Nueva School moved to its current campus in Hillsborough in 1971. The site is home to one of the historic Crocker Mansions commissioned by a descendant of Charles Crocker, a founding investor of the Central Pacific Railroad.

Nueva's Hillsborough campus comprises the Lower School (grades PreK–4) and Middle School (grades 5–8), each with their sections of the campus. The Lower School is located in the Crocker Mansion, and the Middle School is primarily in the Hillside Learning Complex.

The Crocker Mansion is the school's historic heart. The Mansion's ballroom is often used for dance and music classes and school gatherings. It houses the pre-K through fourth grade classes, and includes an art room, ballroom, kitchen, first aid area, and some administrative offices. Many concerts and other special events take place in the Mansion's Ballroom. The grounds around the Mansion provide preK-8th grade children with an abundance of play areas including the vegetable garden and the beloved forts.

The Hillside Learning Complex opened its doors in Hillsborough in 2007, becoming Nueva's Middle School campus and the school's first LEED Gold Certified building. Lower and middle school students share two playgrounds, art studios, science labs, a library, a media lab, a gymnasium, an athletics field, the [Innovation Lab \(I-Lab\)](#), garden, and café.

The Nueva School officially opened a second campus in the city of San Mateo in August 2014. It is home to the Upper School (grades 9–12), established in 2013 to re-envision the traditional high school experience and address the unique needs of high-ability students. The San Mateo campus is LEED Gold certified and a 10-minute walk from the Hillsdale CalTrain station.



Designed to use 65% less energy than a typical high school, the transit-oriented campus is conceived as a “living laboratory” that will inspire student research into low-carbon, resource-efficient learning and living. The campus's rooftop organic gardens, learning landscapes, and a variety of bioclimatic design strategies anchor students in a strong sense of place and connect them to the rhythms of nature.

Nueva's Hillside Learning Complex in Hillsborough and the San Mateo campus are both LEED Gold certified. Leadership in Energy and Environmental Design (LEED) is recognized by the United States Green Building Council (USGBC). LEED elements include natural ventilation and lighting, integrated indoor-outdoor environments, renewable and recyclable building materials, reintroduction of local and lost ecosystems and habitats, integrated instructional elements, radiant slab heating, and potable water conservation.

TO APPLY

To Apply Interested Candidates have 2 ways:

1. Apply Online at:
<https://rg175.com/candidate/login>

OR

2. Submit by Email To Jim Pattison, RG175 Consultant at jpattison@rg175.com:

- Resume;
- Cover letter and personal statement describing your interest in this exciting position and why you are an optimal fit, including how your approach to fundraising would contribute to The Nueva School.

Should you have any questions, please call Jim at 805.708.4990.

Application submission screening and interviews will be completed on a rolling basis until filled.

The Nueva School is committed to diversity at all levels.

The Nueva School is an equal opportunity employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.

The Nueva School

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