



Director of Development Position Statement  
**Oxbridge Academy**  
West Palm Beach, Florida  
Immediate Position Availability



## OVERVIEW AND SUMMARY

Oxbridge Academy is a private college preparatory school for young men and women in grades 9 through 12 located in West Palm Beach, Florida. A diverse student population from a wide socio-economic range have access to the best teachers and technology to learn the skills they need to be tomorrow's leaders and innovators. Interactive learning occurs through rigorous coursework, thoughtful debate, and hands-on projects, allowing Oxbridge students to think critically, analyze problems, work together, and innovate. Oxbridge strives to maintain a coordinated, world-class, curriculum that incorporates both rigor and choice, with subject-matter expert teachers working collaboratively to continuously revisit and revise Oxbridge's answer to the enduring question of 'What is worth learning?' Oxbridge Academy is on a mission to be the best high school in Florida and a school of distinction in the US and globally.

Oxbridge Academy was founded in 2011 by William I. Koch, CEO and founder of Oxbow Carbon. Mr. Koch graduated from Culver Military Academy in Indiana before earning his bachelor's, master's, and doctoral degrees from M.I.T. Mr. Koch's father also attended M.I.T. thanks to the support of a generous benefactor. In a sense, Oxbridge Academy represents a grateful son's effort to "pay it forward." Oxbridge offers an outstanding financial aid program, with 46% of current students receiving some form of financial aid.

While the school has been fortunate to have initial and continuing financial support from its founder, it needs to develop greater and broader fundraising capacity for long-term sustainability within its community and from outside local and national resources. Challenges include educating the community on the importance of donations versus tuition, establishing a well-understood and proper culture of philanthropy at the school, and competing against several other local well-established prep schools. With the school's location in Palm Beach County, which boasts over 4,400 registered nonprofits, a creative fundraising strategy and effective storytelling delivery is required to distinguish the brand.





## THE CAMPUS

The school is led by Dr. Ralph Maurer who has just completed his first year at the school. He is a highly capable administrator with a background in K-12 education, higher education, and business. Dr. Maurer was raised in Gainesville, where both his parents taught at the University of Florida. He is a graduate of Phillips Exeter Academy, earned a Bachelor's of Science degree in communications studies from Northwestern University, a Master's of Business Administration from the University of Florida, and a Ph.D. in management science and engineering from Stanford University. Dr. Maurer has extensive experience working in fundraising environments, both established and early stage, a background in K-12 education, higher education and business. Dr. Maurer understands that a development director needs a close partnership with the head of school to succeed. He is a full partner in this endeavor.

If you try to visualize an independent high school campus in Palm Beach, the chances are that in your mind's eye you will see a school with contemporary buildings, beautiful grounds, palm trees, spaces for students to congregate, playing fields, a swimming pool, a stadium and plenty of parking spaces. This is Oxbridge Academy.

Beautifully appointed, tended and cared for, this 54-acre jewel is everything, and has everything, you could ask for in an independent school. Spacious walkways provide ample room for students as they change classes. Outdoor benches invite students and faculty to share a quiet conversation. A cafeteria with a restaurant chef turns out breakfasts and lunches that are likely without peer. Walking the main corridor of the central building, a visitor is stunned to look into a classroom and see a flight simulator, and the seemingly endless manicured playing fields hint at the outstanding interscholastic athletic program that Oxbridge enjoys.



## THE ACADEMIC PROGRAM

For any successful advancement program, one must recognize the “rubber meets the road” in the countless interactions that occur daily between faculty, coaches, staff and extracurricular leaders. In this regard, Oxbridge Academy offers a very favorable environment.

Oxbridge’s robust curriculum is taught by a highly educated and dedicated faculty. Teachers at Oxbridge enjoy both their students and their work. All teachers hold degrees in the content areas they teach, and 60% of the faculty hold Master’s degrees, while another 15% have Doctorates. In addition to the core courses one would expect to find in a college prep curriculum, there is an abundance of electives at Oxbridge – some 65 or so in a school of 500 students – with the opportunity to exceed normal curricular expectations and requirements with such advanced courses as Differential Equations and Linear Algebra, Toxicology, History and Philosophy of Science, Fifth Year Chinese, and Mechanics, to cite but a few. Budding pilots can prepare to get their wings in the Redbird MCX flight simulator that is at the heart of the Aviation elective.

Not wishing to be constrained by externally imposed curricula, Oxbridge eschews the Advanced Placement program in favor of advanced courses developed by the departments themselves. Many students end up taking the AP exams and doing very well on them, strong testimony to the quality of the in-house offerings.

To make sure that students can progress from basic knowledge to mastery, there are a Math Center and a Writing and Reading Center that are both open throughout the school day and



staffed by faculty as well as students who work as peer tutors. For the strongest students, Honors Seminars enable them to pursue Macro- and Microeconomics, Novel Writing, Multivariable Calculus, the Cambridge Scholars program that will take them to study at Cambridge, or a class in Artificial Intelligence that features study in China. Not surprisingly in view of these opportunities, college placement at Oxbridge is both strong and reflective of the breadth of the student body, with graduates pursuing higher education from South Florida to the Ivy Leagues.

Importantly, one of the calling cards of Oxbridge is a culture of kindness. Because of the project-based learning approach students learn how to set aside differences, work together, and celebrate success.

## THE OPPORTUNITY

The school is seeking a director of development to spearhead the annual fund, major donor giving, acquisitions of foundation grants, and other fundraising-related activities. This opportunity calls for an experienced and entrepreneurial development professional who is excited by the opportunity to reestablish a developmental program and to tackle fundraising in a singular fundraising environment.

The director of development works closely with the head of school and the board of trustees to manage the development department within the school and to build a strong culture of philanthropy with its parent, local, regional and global communities. The goal of this position is to design programs of giving that attract the maximum gift support possible to the institution.





# Oxbridge Academy: Director of Development

## Essential Duties and Responsibilities

- Oversee all aspects of the development department, including leading the annual giving program, designing the capital campaign, building a core group of major donors, soliciting local and national corporate sponsorships, applying for local and national foundation proposals and grants, creating an alumni association, and hosting special development events.
- Work collaboratively and consistently with the head of school on all fundraising activities. Collaborate with the admissions and the communications and marketing departments as part of the office of advancement to create fundraising-related communication.
- Nurture and maintain a highly collaborative relationship with the head of school and the board, supporting and advising them in all their fundraising efforts and responsibilities, including accompanying them on donor visits when appropriate.
- Enhance existing relationships and re-engage past donors, while building new relationships, systems, and programs that further tap into the generosity and resources of the community.
- Educate the employee and parent community on the importance and necessity of giving.
- Develop a complete program of research into the school's key prospects and initiate an action plan of solicitation
- Manage the development budget.
- Create, supervise and nurture a development office staff.
- Coordinate the school's volunteerism efforts.



## Qualification Requirements

- Bachelor's degree, Master's degree preferred.
- 5+ years of experience in the nonprofit sector preferred.
- 5+ years of experience in fundraising preferred.
- Independent school experience preferred.
- Strong interpersonal skills and ability to work with all the school's constituents while maintaining strict confidentiality.
- Superb verbal and written communication skills.
- Experience working with and motivating volunteers and staff members.
- Time Commitment: 12-month full-time exempt employee. Position starts as soon as possible after offer is accepted and the successful completion of background screenings.
- Compensation: Commensurate with experience. Competitive benefits package.

## APPLICATION PROCESS

Interested candidates have 2 ways to apply:

1. Apply Online at:

<https://rg175.com/candidate/login>

OR

2. Submit by Email:

- Cover Letter
- Resume
- 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 Oxbridge Academy.

Please email materials to:

Jim Pattison  
RG175 Consultant  
[jpattison@rg175.com](mailto:jpattison@rg175.com)

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.

Oxbridge Academy is committed to diversity at all levels. Oxbridge Academy 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.

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