



THE
WEBB
SCHOOLS

Senior Advancement Officer
The Webb Schools
Claremont, California

THE SEARCH

[The Webb Schools](#) seek a dynamic, inventive, and experienced fundraising professional to serve as Senior Advancement Officer at a time of great promise. This senior frontline fundraiser is responsible for managing a portfolio of major gift prospects and advancing philanthropic support for the school's strategic priorities. This role builds and sustains meaningful, trust-based relationships with alumni, parents, and friends of Webb, with the goal of securing philanthropic support for capital, endowment, and annual initiatives.

Reporting to the Chief Advancement Officer and working closely with other campus leaders, the Senior Advancement Officer plays a key role in advancing a culture of philanthropy through proactive, high-touch engagement. The position requires frequent domestic and international travel for in-person donor visits, as well as close collaboration with colleagues, volunteers, and school leadership to advance donor relationships and institutional priorities. Through this work, the Senior Advancement Officer will play a

critical role in strengthening Webb's culture of philanthropy and expanding the school's capacity to deliver exceptional educational experiences for current and future generations of students.

WHY WEBB?

At The Webb Schools, our mission and values shape daily life. Grounded in the pillars to think boldly and creatively, act with honor and moral courage, lead with distinction, and serve with a generous spirit, Webb is a vibrant, purpose-driven boarding and day school community. With a 104-year legacy and a culture rooted in character, intellectual curiosity, and authentic relationships, Webb is a place where faculty and staff are empowered to do meaningful work that advances both student growth and institutional excellence.

ROLE OF THE SENIOR ADVANCEMENT OFFICER

Major Gift Strategy & Portfolio Management

- Manage a portfolio of approximately 100–125 major gift prospects, including alumni, parents, and friends of the school.
- Achieve annual targets, developed in collaboration with the Chief Advancement Officer, for key performance indicators including dollars raised, proposals submitted, and substantive donor meetings.
- Identify and qualify new major gift prospects through research, referrals, and engagement activity.
- Develop and execute individualized strategies for the identification, qualification, cultivation, solicitation, and stewardship of assigned prospects.
- Maintain accurate records of donor interactions, strategy plans, and fundraising activity within the institution's CRM.

Donor Cultivation, Solicitation, & Stewardship

- Build and sustain strong, long-term relationships with donors through proactive, personalized engagement.
- Solicit and secure major gifts of \$50,000 and above in support of Webb's strategic priorities.
- Partner with the Chief Advancement Officer, Head of School, and volunteer leaders on cultivation, solicitation, and stewardship strategies.
- Prepare donor briefings, proposals, stewardship plans, and gift agreements as needed.

Collaboration & Institutional Engagement

- Collaborate with Advancement colleagues to coordinate donor engagement strategies and strengthen the pipeline from alumni engagement and annual giving programs, including leadership annual gift solicitations.
- Represent Webb and actively staff key institutional and Advancement events, including Move-In & Family Orientation, Family Weekend, Alumni Weekend, Commencement, Giving Day activities, and donor cultivation and stewardship events.
- Prepare and support school leadership and volunteers for donor meetings and solicitations.
- Partner with Marketing & Communications to develop compelling donor messaging and materials.
- Engage with campus partners to deepen understanding of programs and priorities.

Other Role Responsibilities

- Travel locally, regionally, nationally, and internationally to meet with donors and prospects.
- Evening and weekend work required as needed.
- Fulfill administrative responsibilities associated with the role, including timely expense reporting and related tasks.
- Maintain working knowledge of school programs, priorities, and community developments.
- Additional duties as assigned.



QUALIFICATIONS AND CHARACTERISTICS

- Minimum 5 years of progressive fundraising or advancement experience with demonstrated success securing five- and six-figure gifts.
- Success in personally qualifying, cultivating, soliciting, and stewarding gifts with significant institutional impact.
- A high degree of comfort and effectiveness working with high-net-worth individuals, domestically and internationally.
- Proactive, self-motivated; an ability to monitor performance to achieve personal fundraising and metric goals.
- An ability to work effectively in a complex institutional setting and maintain effective relationships with donors, volunteers, faculty, staff, colleagues, and senior management.
- Excellent critical thinking, interpersonal, and listening skills; excellent written and verbal communication skills.
- An ability to handle highly confidential information with patience, discretion, good judgment, courtesy, and tact while working with people from a wide variety of backgrounds.
- Exceptional organizational and time management skills.
- Proficiency with CRM systems such as Raiser's Edge.
- Bachelor's degree required.

A criminal background check (California Live Scan) is required and must be successfully completed before employment can begin.

Possession of a valid driver's license and ability to travel as required by the position.

Ability to work evenings and weekends as necessary to fulfill job responsibilities.

Physical Requirements

The physical requirements are representative of those that must be met by an employee to successfully perform the essential functions of this position. As prescribed by law, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Compensation & Benefits

The estimated pay scale of \$125,000 to \$140,000 represents the typical pay range The Webb Schools reasonably expects to pay for this position, with offers determined based on several factors which may

include, but not be limited to, the candidate's experience, expertise, skills, education, job scope, training, internal equity, geography/market, etc. This pay scale applies to the current posting only.

While this position is posted at the Senior Advancement Officer level, the school will consider candidates with a minimum of 3 years of relevant experience for an Advancement Officer role. Compensation and title will be commensurate with qualifications and experience. (Salary \$110,000 – \$125,000)

The Webb Schools provides a competitive and comprehensive benefits program, including medical, dental, and vision insurance; generous sick and vacation time; paid holidays; and participation in retirement programs designed to support employees throughout their careers. Advancement employees work a 4/1 hybrid schedule.

EQUAL OPPORTUNITY STATEMENT

The Webb Schools are an Equal Employment Opportunity Employer. We are committed to providing equal employment opportunities and do not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender/identity/expression, sexual orientation, or any other characteristic protected by state or federal law.

MISSION & VALUES

Webb's mission is to provide a dynamic learning community that nurtures and inspires our students and alumni to:

- Think boldly, mindfully, and creatively;
- Act with honor and moral courage;
- Lead with distinction;
- Serve with a generous spirit.

As part of this work, we are committed to fostering an inclusive school community characterized by openness, acceptance, and empathy, where all members are valued, respected, and supported. Our community is strengthened by the diverse views, beliefs, backgrounds, and experiences of our students, faculty, staff, and alumni. Embracing diversity in all its many forms is essential to our mission to create a nurturing learning community that fosters tomorrow's leaders.

EMPLOYMENT

This position is “at-will”. This means that both Webb and the hired employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause. There is no employment contract, actual or implied.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website: <https://www.imsearch.com/open-searches/webb-schools/senior-advancement-officer>

Rachel Ellenport, Partner
Elizabeth Neustaedter, Principal
Rebecca Lyons, Senior Search Coordinator
Isaacson, Miller

ADDENDUM

THE WEBB SCHOOLS

The Webb Schools are home to roughly 400 students and 65 faculty, providing a 6:1 student-teacher ratio. It is known for interdisciplinary studies and unique experiential learning, providing students with foundational skills and the freedom to design their own high school experience, either as boarders or day students. Webb is an inclusive school community characterized by openness, acceptance, and empathy, where every individual is valued, respected, and supported. Located in Southern California, one of the most diverse areas in the United States, Webb's community is enriched by the different perspectives, beliefs, backgrounds, and experiences of its students, faculty, staff, and alumni. Embracing diversity in all its forms is crucial to Webb's mission, especially its commitment to providing a top-tier learning environment that nurtures future leaders who think, act, lead, and serve.

The Webb School of California was founded in 1922 and served boys in a boarding and day school environment. In 1981, the Vivian Webb School was established to serve girls. Although the schools shared a campus, each had its own traditions and culture. Over time, the schools' programs grew together, and in 2022, on the 100th anniversary of its founding, Webb's board and administration announced that the institution would formally bring together the two schools into one. [The evolution of Webb's programs into a new fully unified school model will be complete by 2028.](#)

The [Raymond M. Alf Museum of Paleontology](#), located on the campus of The Webb Schools, is the only nationally accredited museum in the U.S. on a high school campus. The Alf Museum provides a unique research program for Webb students where they study fossils they find on collecting trips and publish the results of their research in collaboration with museum staff, which is a unique program for secondary school students and only offered at Webb.

ADVANCEMENT AT WEBB

Webb's advancement program recently completed a highly successful \$200 million campaign in 2024, which publicly launched in 2021 with an incredible \$100 million estate gift made by an alumnus. During the campaign, 43 new [endowed funds](#) were established, including 17 for scholarships and 15 for academic and faculty support. The [Legacy Hall of Fame](#) recognizes over 30 donors who have given \$1 million or more to Webb. The [Thompson and Vivian Webb Society](#) recognizes over 165 alumni, parents, and friends who have made an estate commitment or entered into a life-income agreement with The Webb Schools or the Alf Museum. [The Webb Fund](#) has averaged \$2.1 million over the last three years, with total giving averaging just over \$7 million the last three years.

Nearly 60 percent of Webb parents contribute to the school annually, and the parent volunteer group, The Affiliates, is actively engaged in supporting the school in myriad ways. More than 5,000 alumni have strong emotional ties to Webb; many play a significant role in new student recruitment and alumni engagement efforts. In 2025-2026, alumni giving was 9 percent.

LEADERSHIP

Kurt Johnson was appointed Chief Advancement Officer of The Webb Schools in July 2025. Johnson most recently served as the Director of Advancement at Campbell Hall School, a role he has held since 2018. During his tenure, he led a \$45 million campaign, the largest in the school's history, and he worked to substantially increase parent and alumni engagement. He previously held advancement positions at Whittier College and the University of Southern California.

Johnson has a bachelor of arts in Music and a master of arts in Communication Management, both from the University of Southern California.

This document has been prepared based on the information provided by The Webb Schools. The material presented in this leadership profile should be relied on for informational purposes only. While every effort has been made to ensure the accuracy of this information, the original source documents and information provided by The Webb Schools would supersede any conflicting information in this document.

