



Mission: “*Memphis University School is a college-preparatory school dedicated to academic excellence, cultivation of service and leadership, and the development of well-rounded young men of strong moral character, consistent with the school’s Christian tradition.*”

www.musowls.org

Memphis, TN

In Person Employment

DIRECTOR OF DEVELOPMENT

ABOUT THE OPPORTUNITY



Founded in 1893, Memphis University School (MUS) provides Mid-South boys in grades 6-12 with a top-tier academic program, small classes with individual attention, a school community focused on an Honor Code, extracurricular activities with opportunities for leadership, and a sense of belonging within a fellowship of common purpose. Steeped in tradition, MUS serves as an integral member of the broader Memphis region with a rich history of community impact. The school enjoys a strong base of support from 4,800 active alumni.

After 130 years of transformative education, MUS is at an exciting moment in its history. The school has embarked on a historic campaign, Bold Vision Bright Future, as an outcome of the [Legacy Forward](#)

strategic plan. Still in the initial quiet phase, the ambitious campaign has a provisional goal of \$200 million: \$150 million for capital improvements and \$50 million for new endowment.

MUS seeks a creative and energetic Director of Development who will provide leadership, strategic direction, and operational management of major and special gifts in support of MUS's fundraising. The ideal candidate will partner with the Development team to develop and execute a comprehensive fundraising program, including annual, capital, endowment, and planned giving. The successful candidate will lead, guide, and coordinate opportunities to strengthen and expand philanthropy for MUS, ensuring that the approach is entrepreneurial, comprehensive, and prospect-driven.

The Director of Development will report to the Assistant Head for Advancement with oversight of a team of six full- and part-time professionals. This leader will build deep partnerships and collaborate effectively across campus. The Director of Development will collaborate with MUS's Communications team to develop and execute effective donor communications and marketing materials.

Memphis University School has retained [Freeman Philanthropic Services, LLC](#) to assist on this critical recruitment.

ABOUT MEMPHIS UNIVERSITY SCHOOL

For more than 130 years, Memphis University School has provided Mid-South boys with unparalleled opportunities to develop intellectually, morally, socially, artistically, and athletically, becoming leaders equipped to turn ideas into action. At MUS, students in grades 6-12 find a top-tier academic program, small classes with individual attention, a school community focused on an Honor Code, extracurricular activities with opportunities for leadership, and a sense of belonging within a fellowship of common purpose.

MUS enjoys a strong base of support from about 4,800 active alumni. The school has a student-faculty ratio of 7:1, and about 73% of its faculty hold a master's degree or Ph.D. Student success is a testament to an exceptional faculty: About 50% of students typically score 30 or higher on the ACT, and 90% score 3 or higher on AP exams. MUS offers a full complement of athletic, artistic, and extracurricular activities designed to help students discover and develop their interests and abilities. The school community abides by the Honor Code, which is administered by the student-run Honor Council.

MUS strives to uphold the principles that define and unite its community: Truth and Honor, Scholarship, Service, Respect, Humility, Involvement, and Accountability. MUS aspires to be a community of mutual respect and concern regardless of individual differences and is committed to creating an environment in which every member is seen, heard, and valued.

LEADERSHIP



Peter D. Sanders, Headmaster

In seven years as headmaster, Pete Sanders has initiated and managed major initiatives that have positioned Memphis University School to continue providing an exceptional liberal arts education for Mid-South boys that prepares them for the challenges of tomorrow. He has overseen a comprehensive strategic plan, guided the school through the pandemic, and helped launch the ambitious Bold Vision Bright Future Capital Campaign that will reshape the campus and bolster the endowment. Over the past year, he led his team through the addition of a sixth grade for the 2024-25 school year, a major shift for the seventh- through twelfth-grade school that will allow K-5 students to enter MUS after graduating. He brings over 37 years of experience in independent school education and administration, with previous

leadership roles at Collegiate School (Richmond, Virginia), Brunswick School (Greenwich, Connecticut), University School (Fort Lauderdale, Florida), and Christ Church Episcopal School (Greenville, South Carolina). Hailing from a family of educators, he graduated from Webb School, a Claremont, California, all-boys college-prep school that bears similarities to MUS. Afterward, he earned a bachelor's degree in history from St. Lawrence University; a master's in history from Queen's University; and a master's in education administration and supervision from the University of Virginia. In addition to his administrative role, he continues to utilize his history expertise by teaching U.S. History to freshmen.



Perry D. Dement, Assistant Head for Advancement

Since 1996 Perry Dement has worked to assure the long-term success of MUS. His oversight of the Development and Communications offices has been essential to the operation of the school. In his first seven years, he grew the Annual Fund by more than 200 percent, and he inaugurated the Thorn and Lynn giving societies and the Crest and Cornerstone planned giving program. In 2022-23 Dement and his team brought in a record \$5.76 million. He managed the Doors to New Opportunities Capital Campaign (1998-2003), which made possible the construction of Dunavant Upper School and the Campus Center and renovation of the Lower School. He also oversaw the Ellis L. Haguewood Legacy Endowment Campaign (2017-19) and efforts that financed Stokes Stadium, the Field House, Jacob Courtney Rudolph Plaza, Ruth and Jerry Peters Court, and other projects. He shepherded

the creation of endowed funds that enrich the school by rewarding excellence in teaching, providing for science programs and technology, sending boys to summer experiences, and extending tuition assistance to deserving students in need. His latest project, overseeing the Bold Vision Bright Future Capital Campaign, with a provisional goal of \$200 million, is his most exciting and impactful project to date. In 2006 the Memphis chapter of the Association of Fundraising Professionals recognized his expertise by naming him Outstanding Fundraising Executive. A Rhodes College graduate, he earned a Bachelor of Arts in International Studies.

Board of Trustees

Memphis University School's Board of Trustees comprises dedicated and engaged leaders committed to the school's mission, vision, and continued growth. The board is a diverse group of dedicated alumni and friends of the school, who are leaders in business, finance, legal practice, medicine, and insurance.

For a complete list of members of the Board of Trustees, [please click here](#).

REPORTING AND IMPORTANT RELATIONSHIPS

The Director of Development will report to the Assistant Head for Advancement with oversight of a team of six full- and part-time professionals: Director of Annual Fund, Director of Alumni and Parent Programs, Assistant Director of Annual Fund and Alumni Programs, Manager of Advancement Services, Assistant Director of Annual Fund (part-time), and Alumni Engagement Officer (part-time).

The candidate will build deep partnerships and collaborate effectively across campus. The successful candidate will collaborate with the school's Communications team to develop and execute effective donor communications and marketing materials.

KEY RESPONSIBILITIES

The Director of Development will contribute broadly to all aspects of the fulfillment of Memphis University School's mission. The successful candidate will have the demonstrated track record to meet and exceed the following responsibilities:

- Partner with the Assistant Head for Advancement to establish fundraising goals and strategies to exceed revenue targets;
- Provide leadership, strategic direction, and operational management of major and special gifts in support of MUS's Bold Vision Bright Future campaign for capital and endowment;
- Partner with the Development team to develop and execute a comprehensive fundraising program, including annual, capital, endowment, and planned giving;
- Lead, guide, and coordinate opportunities to strengthen and expand philanthropy for MUS, ensuring that the approach is entrepreneurial, comprehensive, and prospect-driven;
- Build strong collaborative relationships with MUS's leadership, board members, colleagues, and volunteers and further the culture of philanthropy across the school;
- Build a robust major gifts program, expand and diversify the prospect base, and cultivate relationships for solicitation;
- Carry and refine a personal portfolio of top donors and prospects, including prospect research, identification, cultivation, solicitation, and stewardship;
- Oversee the expansion of alumni and parent programs and the execution of donor events;
- Oversee MUS's Ross M. Lynn Society, for donors who give \$5,000 and above annually, and D. Eugene Thorn Society, for donors who give between \$1,000 and \$4,999 annually and the Emerging Leaders Program for young alumni who give \$100 and above, and support their chairs and executive committees;
- Manage and lead a team of fundraising professionals, providing guidance, training, and support as needed;
- Develop and implement stewardship programs and recognition events for donors;
- Prepare donor profiles, written proposals, gift agreements, and other materials needed to define, secure, and document major gifts; and
- Analyze potential donor research materials to track, evaluate, and present relevant giving information for fundraising planning and outreach.

IDEAL QUALITIES

The successful Director of Development will possess the following qualities:

- Sincere understanding and appreciation for Memphis University School's mission and values;
- Demonstrated track record in closing gifts, as well as a demonstrated record of personal solicitations from individuals, including the design and execution of strategies for identification, cultivation, solicitation, and stewardship;

- Stature, poise, and relationship-building skills to engage, motivate, and support high-caliber leaders and volunteers, alumni, professionals, donors, prospects, and other internal and external constituencies;
- Gentle, diligent, and energetic leader with high emotional intelligence and people skills;
- Skilled at communicating and meaningfully engaging individuals across generations and socioeconomic levels;
- Demonstrated track record of increasing and diversifying sources of support;
- Excellent communication skills (writing, proofreading, speaking, presentation, and listening) and keen attention to detail, with the ability to effectively communicate with all levels of the organization, as well as external constituencies;
- Ability to work independently, prioritize, adhere to deadlines, and follow through on completion of tasks;
- Commitment to the highest standards of professionalism and best fundraising practices;
- Unquestioned integrity, sound judgment, and a sense of perspective;
- Proven track record of providing strategic direction and leadership of development professionals and fundraising initiatives, resulting in marked improvement and growth;
- Knowledge of Memphis and West Tennessee helpful;
- Experience with Raiser's Edge preferred; and
- Bachelor's degree required; advanced degree preferred.

COMPENSATION AND BENEFITS

The compensation and benefits package will be competitive and commensurate with the selected candidate's background and experience. The Director of Development will be required to work five days a week in person, and on nights and weekends as necessary.

MUS is committed to hiring faculty and staff of any race, color, religion, sex, or national and ethnic origin and accord them all the rights, privileges, programs, and activities generally made available to faculty and staff at the school. MUS does not discriminate in hiring on the basis of race, color, religion, sex, or national and ethnic origin.

CONFIDENTIAL INQUIRIES AND HOW TO APPLY

Memphis University School has retained Freeman Philanthropic Services, LLC to assist on this recruitment. FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse institutions.

Please send all inquiries, applications, and nominations directly to FPS via email at MemphisUniversitySchool@glfreeman.com.

All applications must include: (1) an up-to-date resume; and (2) a formal letter of interest (addressed to Gail L. Freeman, President of FPS) that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity at Memphis University School is the logical

and desired next step in their career. Additional materials and information will be requested during the search and interview process.