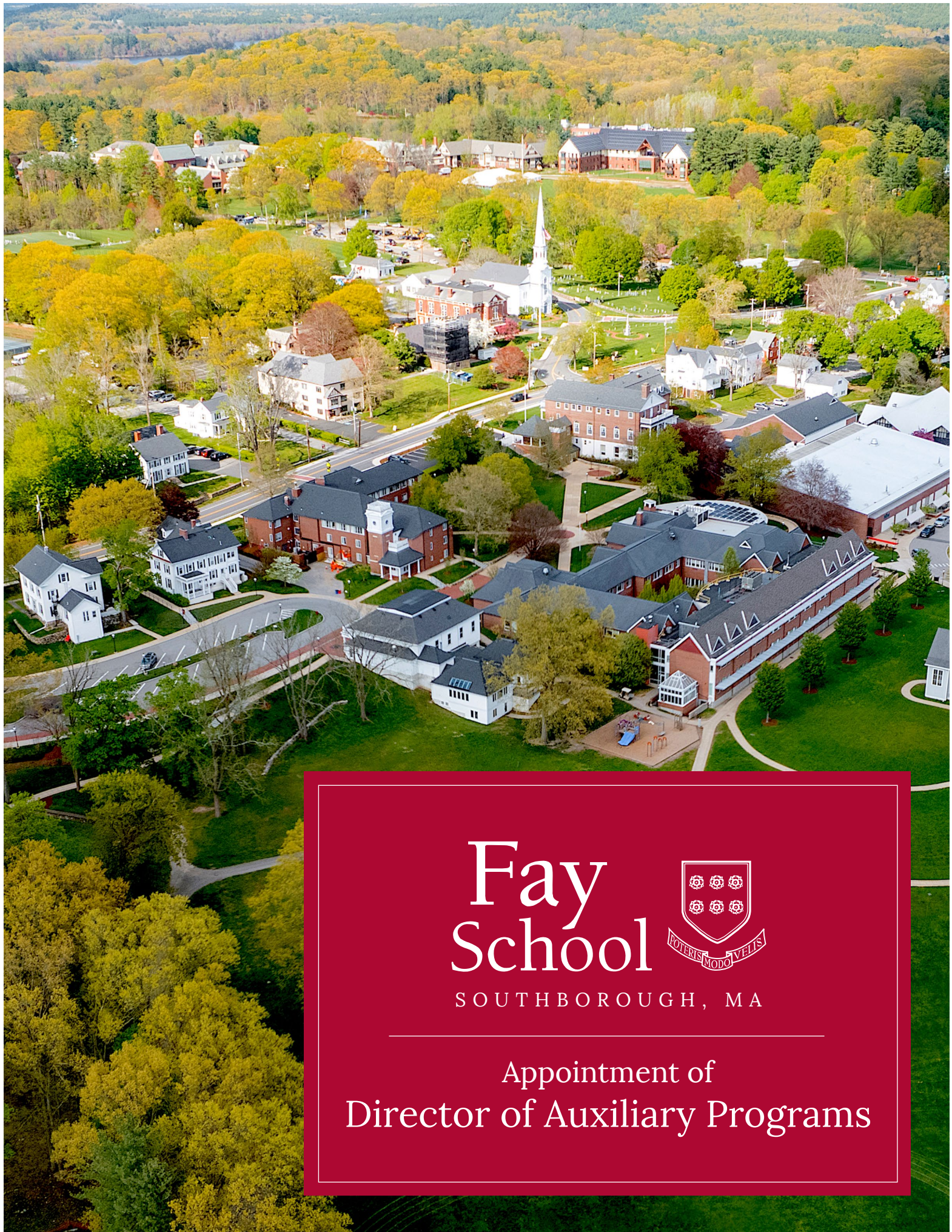
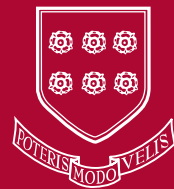




Fay
School



SOUTHBOROUGH, MA

Appointment of
Director of Auxiliary Programs



The Opportunity: Director of Auxiliary Programs

Fay School seeks a strategic problem-solver with expertise in designing and implementing revenue generating programs to serve as Director of Auxiliary Programs, a position that will commence September 1.

The Director of Auxiliary Programs is responsible for developing, managing, and overseeing Fay School's non-tuition revenue programs in alignment with the School's mission. This role supervises extended care services, coordinates facility rentals, and leads the administration of Fay's summer programs, including the recruitment and supervision of summer staff. The Director also plays a key role in supporting new business development initiatives. Reporting to the Director of Operations, this is a full-time, year-round position with benefits eligibility.

Job Responsibilities

- Developing, implementing, and overseeing sustainable, revenue-generating programs on Fay School's academic and athletic campuses year round
- Developing and managing the Auxiliary Programs budget
- Administering program registration and billing
- Hiring and supervising Auxiliary Programs staff
- Managing and developing summer programs and ensuring compliance with governing authorities
- Managing and developing after-school and vacation programs
- Identifying and coordinating rental opportunities for school facilities and grounds
- Managing the student bus transportation program
- Assessing the effectiveness of existing programs and the viability of new ventures
- Maintaining strong working relationships with other key administrators, including the Directors of Facilities, Athletics, Admissions, and Marketing
- Actively participate in the development of new business opportunities domestic and abroad
- Actively support and promote a school culture of equity, inclusion, and belonging



About Fay School

Founded in 1866, Fay School was the first junior boarding school in the United States. With students from kindergarten through grade nine, Fay provides an extraordinary educational experience for a diverse population of students drawn from across the United States and 27 countries. Fay blends tradition with 21st century innovation, underpinned by a deep commitment to the educational philosophy that has remained consistent throughout their history: to provide the 'foundation for a meaningful life'. Fay's broad and challenging program empowers students to discover their talents, develop their intellectual abilities, establish essential academic skills and knowledge, and define their moral character - all essential to living a life of meaning.

Fay's Philosophy

As a day and boarding school for students in Kindergarten through Grade Nine, Fay School is a community built on five core values: academic excellence; honorable conduct; dedicated service; earnest effort; and wellness of mind, body, and spirit. While the school has grown and evolved since its founding in 1866, our central purpose has remained constant. Fay provides a broad and challenging program that empowers students to discover their talents, develop their intellectual abilities, establish essential academic skills and knowledge, and define their moral character. Earnest effort has been emphasized throughout the School's history, as enshrined in our motto, *Poteris modo velis* ("You can if you will").

Fay is dedicated to educating children to their full potential in the early childhood, elementary, and middle school years by helping them recognize and develop their intellectual, aesthetic, physical, social, and emotional capabilities. We teach our students essential, enduring skills: to read well, to write and speak clearly and coherently, to reason soundly, to question thoughtfully, and to study effectively. These skills support their ability to lead, to collaborate, to create, and to solve problems.

Love of learning brings us together, and we encourage our students to be curious, creative, and open to new ideas. Fay's safe and supportive environment allows students to take risks and encourages them to learn from mistakes, within the context of high expectations regarding academic performance and ethical conduct. Our teachers know their students as individuals and help them come to know themselves. As Fay students grow, they develop an understanding and acceptance of their own challenges and strengths as learners.

Honesty, respect, responsibility, empathy, and kindness inform our conduct. The development of manners, civility, and integrity are hallmarks of our school. At every grade level, we emphasize an obligation to help ensure the well-being of others. As a home for boarding students from many cultures and backgrounds throughout the United States and around the world, Fay is an inclusive community that recognizes, respects, and celebrates the full range of human diversity.

In all of these ways, Fay prepares our students to lead productive and fulfilling lives that make a positive difference in the world.





Fast Facts

Enrollment:

- 475 students in grades K-9
- 150 boarding students (grades 7-9) from across the United States and 27 countries
- 325 day students from over 50 surrounding towns

Divisions:

- Primary School: Kindergarten to Grade 2
- Lower School: Grades 3 to 6
- Upper School: Grades 7 to 9

Secondary School Placement

- 3 secondary school counselors
- 100+ secondary schools send admission representatives to Fay School each year

Athletics:

- 20 interscholastic sports with 57 different teams
- 10 intramural options for grades 5 to 9

Auxiliary Programs

- The Early Learning Center - an early childhood program for children age 2 years, 9 months through age 5
- FaySummer for campers in pre-school through grade 9

Campus:

- 66 acres located 25 miles west of Boston in Southborough, Massachusetts including a 33 acre athletic campus in Marlborough
- 41 faculty and staff living on campus
- 7 residence halls
- 2 libraries
- 4 art studios, 350-seat theatre, dance studio, music rehearsal studios, and recording studio
- Robust athletic facilities, including 33-acre athletic campus, fields, tennis courts, basketball courts, heated pools, ropes courses, fitness centers, indoor turf fields, and an indoor rock-climbing wall
- 7,000 square-foot Center for Creativity and Design

Job Requirements

Qualified candidates should possess a bachelor's degree along with at least five to seven years of leadership and administrative experience in a nonprofit environment serving children. Strong written and verbal communication abilities, exceptional organizational skills, and keen attention to detail are essential. The ideal candidate will also have experience with marketing and demonstrate a strong commitment to sustaining and enhancing the School's established, high-quality programs.

Compensation & Benefits

Fay seeks candidates who will reflect and enhance the diversity of our school community. This is a full-time position that will be performed on-campus. The salary range is \$85,000 - \$100,000. This position offers 50% tuition remission, in addition to a generous benefits package.

Applications

Evaluation of candidate materials will begin immediately and continue until a Director of Auxiliary Programs is named. Interested candidates should send a cover letter and resume via our **secure applications portal**. All inquiries and discussions are strictly confidential.

Access our secure applications portal by visiting fayschool.org/jobs or clicking here >>

Fay School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, sexual orientation, genetic background, age, disability, military service, or any category protected under applicable law in its hiring, employment or other programs and activities.

