

**Brookwood School**

Title: Associate Director of Advancement

Status: Full time, exempt

Start Date: Immediately

About Brookwood

Brookwood School is a PreK-8 independent school with 310 students located on a beautiful 30-acre wooded campus in Manchester, MA along the coastline of the North Shore of Boston. Brookwood provides an academically challenging education through a child-centered program focused on building 21st century skills and graduating students of conscience, character, compassion and cultural competence. It also offers a playful, collaborative work environment of more than 70 faculty and staff who go the extra mile to do what is best for kids.

Position Summary

Reporting to the Director of Advancement, the Associate Director of Advancement defines and implements a comprehensive Annual Fund program to support the school's operating goals. The Associate Director helps identify and support volunteer Annual Fund leadership and plays a key role in identifying, cultivating, soliciting, and stewarding donors for annual gifts; and works with the Director of Advancement to identify and develop strategies for major gift prospects. The Associate Director plans and executes Advancement events and select general Brookwood events. Additionally, the Associate Director will manage the Advancement database and be responsible for gift recording, acknowledgment of donors, and general stewardship, while also taking on the role of data analytics for the office.

Essential Duties and Responsibilities*Brookwood Fund*

- Work with the Director of Advancement to develop a comprehensive Annual Fund plan -- setting goals, developing benchmarks, and implementing strategies to achieve annual goals.
- Provide periodic detailed reports on progress against goals, including strategic analysis and direction.
- Alongside the Director of Advancement, work closely with the Advancement Committee of the Board of Trustees to coordinate volunteer peer-to-peer fundraising outreach
- Maintain a proactive, creative, leadership role in developing ways to identify, cultivate, and solicit individual, corporate, and foundation annual contributions.
- Grow and manage a portfolio of high-level Annual Fund donors and secure leadership gifts.
- Increase parent, grandparent and alumni giving percentages each year.
- Manage faculty giving program.
- Support Director of Advancement in identifying donors who may be appropriate for involvement in ongoing major gift and/or capital fundraising.
- Produce Annual Fund communications ensuring high standards for design and content. Outlets include electronic and social media (e.g. Facebook), direct mail communication, brochures, and other collateral.
- Ensure timely, consistent, and ongoing donor acknowledgment and stewardship with the intent of growing gifts from one level to another.

Database Management, Data Analytics, and Stewardship

- Lead the process of transitioning our Advancement office to a new database in the 2019-20 year (Veracross)
- Keep database up to date school-wide with donor information and preferences (address updates, communication preferences)
- Manage stewardship process by recording and acknowledging all gifts
- Execute all mailings and pull constituent reports for parent communications, special events, holiday cards, etc.
- Manage donor matching gift programs
- Create and execute a technical vision encompassing ways in which data can support the overall fundraising strategy
- Mine our donor and prospect lists for new opportunities; coordinate the creation of summary and analytical reports to monitor fundraising activity and advise the Director of Advancement and Advancement Committee on trends

Events

- Plan and run special events, including comprehensive planning and coordination, and working with volunteer committees.
- Events include annual fundraising events, new families event in fall, graduation activities, Grandparents' Day activities, alumni events, and cultivation and stewardship events (including past parents, past trustees, alumni).

Ideal Experience and Characteristics

Demonstrated successful track record in Annual Fund and donor cultivation and solicitation; Bachelor's degree and 5+ years' increasingly responsible development experience, having worked with and motivated a variety of constituencies, including volunteers, donors, parents, prospects; record of measurable results in organizing and implementing such activities as prospect identification, individual solicitation, direct mail, new media/social marketing, and special events; skilled strategic planner, manager, and team builder with exceptional organizational skills; superb written/verbal communications and analytical skills, high integrity and work ethic; compassionate, respectful team player who is able to connect with the mission; familiarity with Raiser's Edge and Veracross databases preferred.

Qualifications

- Bachelor's degree
- 5+ years' increasingly responsible development experience

To Apply

Interested candidates should email a cover letter and resume to Nina Blain, Director of Advancement (nblain@brookwood.edu). Resumes will be accepted and reviewed until September 25, 2019. Brookwood offers a generous benefits package with salary commensurate with experience.

Statement of Non-Discrimination: Brookwood School is an equal opportunity employer. The School is committed to a policy of non-discrimination and equal opportunity for all (employees and) qualified applicants without regard to age, race, color, sex, pregnancy or pregnancy-related condition, gender identity, religion, national origin, ancestry, sexual orientation or preference, physical or mental disability, genetic information, military service, application for military service, veteran status, or any other status protected under applicable federal or state law. The School will make reasonable accommodations for qualified individuals with known disabilities or pregnancy-related conditions, in accordance with applicable law.