



The Putney School CAMPAIGN COORDINATOR

The Putney School has had considerable success in its fundraising efforts and is gearing up to execute the largest campaign in the school's history. The school is looking for an experienced development professional to serve as coordinator for a five-year, comprehensive capital campaign. This is a new position.

POSITION SUMMARY

The campaign coordinator will provide guidance and support for an ambitious fund-raising effort, working closely with the board of trustees, the head of school, and key volunteers. S/he will report to the director of development as a member of a 7-person alumni/development team. Candidates should be familiar with prospect management tools, have a strong record of collaboration, and demonstrate optimism, integrity, discretion, and judgment.

SPECIFIC JOB RESPONSIBILITIES INCLUDE

- Identifying, recruiting, educating, motivating, and managing campaign volunteers
- Guiding volunteers and staff in preparing for, executing, and documenting successful solicitations
- Maintaining campaign prospect and donor records
- Scheduling and planning campaign meetings
- Collecting and organizing background material, including research conducted by external providers and information in the school's records
- Planning and executing campaign events
- Maintaining campaign lists, assignments, tickler files, and progress reports
- Developing campaign materials
- Optimizing social media and other communications
- Ensuring appropriate gift acknowledgement and donor recognition

QUALIFICATIONS

Interested candidates should have significant prior responsibility for and demonstrated success with multi-million-dollar capital campaigns. The successful candidate will have focused ambition, a track record of donor cultivation and solicitation, strong organizational and communications skills, a creative and resilient spirit, proficiency with the Microsoft Office suite, and an interest in progressive education.

Interested parties should send a cover note, resume, samples of relevant work, and contact information for at least three references to development@putneyschool.org.

The Putney School is a progressive boarding school of 235 students located in Putney, Vermont. Putney is committed to cultivating and sustaining a community that embraces difference, seeks inclusivity, and demands cultural awareness, and we hire accordingly. For more information on Putney, please visit our website at www.putneyschool.org.