



## The Putney School GIFT OFFICER

The Putney School has had considerable success in its fundraising efforts and is looking for an experienced development professional to serve as gift officer for an ambitious comprehensive capital campaign, the largest in the school's history.

### POSITION SUMMARY

The gift officer will provide guidance and support for a \$35 million 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 6-person alumni/development team. Candidates should have significant major gift experience, listen carefully, and demonstrate optimism, integrity, discretion, and judgment. They should be comfortable with in-person, virtual (telephone and videoconference), and written communication and use but not hide behind technology. They should be accustomed to documenting their work in a timely way.

### SPECIFIC JOB RESPONSIBILITIES INCLUDE

- ✓ Serving as an ambassador who can expand our reach and contact to alumni and families around the country, to tell The Putney School story
- ✓ Identifying, qualifying, cultivating, soliciting, and stewarding (through visits, phone/teleconference calls, written proposals and personal notes) a portfolio of individuals who could make sizable contributions to support Putney's mission
- ✓ Working closely with development colleagues, the Head of School, and select trustees and volunteers to strategically build a growing group of serious financial supporters
- ✓ Attending school functions and department meetings as needed

### 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, familiarity with planned giving, and an interest in progressive education. Prior connection to Putney is not required. While the pandemic is currently making travel difficult, candidates should be prepared to travel regularly once it is safe to do so.

Interested parties should send a cover note, resume, samples of relevant work, and contact information for at least three references to [development@putneyschool.org](mailto:development@putneyschool.org). No snail mail, phone calls, or drop-ins please.

*Founded in 1935, The Putney School is a progressive boarding school of 200+ students located in the village of Putney in the southeast corner of Vermont. The school 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](http://www.putneyschool.org)***