



The Putney School

Job Description: Director of Development

The Putney School is a progressive secondary boarding school on 600 acres in Vermont. Since its founding in 1935, the school's character and governance have been based on collaboration and shared values rather than competition. We are a community of people who think for themselves, invent, design, experiment, compose, write, build, and chase down new ideas. Each employee makes a significant contribution to the school's success, and it is our expectation that each employee will always have the wellbeing of the whole school in mind. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

After 15 years of leadership, Emily Jones will step down this summer and Danny O'Brien will serve as the next head of school. In addition to this leadership transition, the Putney School also plans to launch the public phase of its \$35 million comprehensive campaign this summer. During this important moment, Putney seeks a director of development to maintain fundraising momentum and further elevate the development program.

This is an exciting and important time for The Putney School as the community prepares for the public launch of the capital campaign. Putney alumni, parents and friends have generously supported the school for years, but only recently has there been a more strategic effort to create a culture of philanthropy and elevate fundraising as a way to enrich the student experience. This effort has been met with great success and is supported by professional and volunteer leadership of the school.

Position Summary

The director of development is responsible for the design and implementation of the school's development efforts, including the Campaign for Putney, annual giving, major gifts, special events, and alumni relations. The director reports to the head of school and is a member of the head's administrative team, working collaboratively to foster a culture of philanthropy that furthers the school's mission. The director of development will proactively partner with the head of school, board of trustees and select volunteers, and will lead the team of five development and alumni relations professionals.

The right candidate will be an experienced frontline fundraiser and supervisor, with the skills and interest in both managing a portfolio of prospects and a team of colleagues. The director will be a team builder and leader, consensus creator, active listener, and relationship nurturer. The right candidate will have strong communication, organizational and prioritization skills. They will be proactive and nimble. They will seek to understand

historical fundraising efforts and results and be open to introducing new ideas and approaches that align with best practices and Putney's unique culture.

Essential Responsibilities

- To position philanthropy as a powerful tool for furthering Putney's mission and engaging alumni, parents and friends with the capacity and interest to support the school financially
- To understand the character, mission, goals and needs of the school and present them compellingly
- To work with the head of school and the board of trustees to develop campaign strategies and materials, and to play an active role in leading the campaign
- To continue to grow the annual fund, secure grants, and identify other sources of funding for school programs and endowment
- To enlist board members, parents, and alumni to assist in development efforts as needed
- To run a professional, collegial, and productive development office

Supervisory Responsibilities

The director supervises a staff of five, including the major gifts officer, annual giving manager, alumni relations manager, database systems manager and administrative assistant.

Salary and Benefits

Salary commensurate with experience. Competitive benefit package. Housing may be available/negotiable.

Interested candidates should send letter of interest, a CV, and a list of recent references to employment@putneyschool.org