



The Putney School

Job Description: Gift Officer, Development Office

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.

This is an exciting and important time for The Putney School as the community prepares for the public launch of a campaign for Putney's future. 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 considerable success and is supported by professional and volunteer leadership of the school.

Position Summary

The gift officer will work closely with the director of development, trustees, and the head of school. They will report to the director of development as a member of the alumni/development team.

Essential Responsibilities

- To understand the character, mission, goals and needs of the school and the campaign, and present them compellingly
- To serve as an ambassador who can engage alumni and families around the country and the world, and to travel as needed to meet the school's development goals
- To manage a portfolio of leadership annual fund and major gift prospects
- To attend school functions and become a part of the campus community

Qualifications

Candidates should have experience working with non-profit organizations, preferably those with diverse and widespread constituencies. Strong communication and writing skills, comfort with current technology, and a collaborative, collegial approach to work is essential, as is optimism, integrity, discretion, and judgment. As this work involves building trust and authentic relationships with all constituents, Putney seeks candidates who feel a sense of alignment with the schools [Fundamental Beliefs](#) and who are excited to commit to the work at hand.

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