



POSITION AVAILABLE **Annual Giving and Development Coordinator** **THE PUTNEY SCHOOL**

The Putney School is seeking a full-time **Annual Giving and Development Coordinator** to begin work as soon as possible. This role presents an exciting opportunity for a creative and collaborative life-long learner with Development team experience to have a positive impact on the success of The Putney School. This position encompasses a variety of foundational responsibilities that support all facets of the Development Department's efforts.

About The Putney School: Putney is a progressive boarding school for 225 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values differences. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

Responsibilities:

- Implement the annual giving strategic plan with support from the Assistant Director of Development and the rest of the Development Team.
- Maintain organization of Putney's prospective donor pipeline (campaign and Annual Fund): Screen and analyze bulk constituent data, conduct constituent research, produce recommendations for strategic cultivation and solicitation planning.
- Offer strategic insights to the frontline fundraisers and the head of school Prepare and provide prospect meeting materials and other organizational support for all frontline fundraisers.
- Work in collaboration with the Development Data Systems Director to process, report, and prepare acknowledgements. Tasks include gift entries, logging and updating constituent records, and running reports
- Maintain gift records and work with auditors and the business office.
- Maintain an awareness of state, national, and international gift requirements.
- Partner with a diverse range of stakeholders, volunteers, and colleagues to support Putney's mission and strategic goals.
- Maintain an in-depth knowledge of and be able to articulate Putney's Annual Fund, campaign, and other fundraising priorities and goals.
- Be open to taking on special projects and supporting on- and off-campus events including occasional weekend and evening work.

Benefits:

- Competitive compensation depending on experience.
- Health benefits, life and disability insurance, paid vacation, and 403(b) retirement plan contributions.
- Professional development opportunities.

Qualifications:

- Possess 3-5 years of experience working with non-profit organizations, particularly those with diverse and widespread constituencies (preferably in development).



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- Possess inspiring written communication skills with the ability to connect to a variety of audiences in a clear, succinct, and persuasive way.
- Be able to inspire and support Putney's frontline fundraisers, and the volunteer base.
- Be a resourceful, goal-oriented, organized individual with a strong work ethic and a high degree of creativity, integrity, flexibility, focus, discretion, sound judgment, and respect for confidentiality and data security.
- Be self-motivated *and* willing to work cooperatively and collaboratively with others, with an ability to both accept and offer direction and feedback when appropriate.
- Possess advanced computer literacy with experience in (and/or be willing to learn) current technologies that include Blackbaud's Raiser's Edge; Microsoft Office's Excel and Word; Mail Merge; Google Drive, Docs, and Sheets; and more.
- Possess a valid driver's license, successfully pass a criminal and sexual offender background check, and be authorized to work in the United States.

Since this role involves building trust and authentic relationships with our community, we seek candidates who align with The Putney School's [Fundamental Beliefs](#); prioritize diversity, equity, inclusion, justice, and belonging; and are enthusiastic about contributing to our mission.

How to Apply:

- Please submit a cover letter and resume via email to employment@putneyschool.org. We will continue reviewing applications until the position is filled.