



POSITION AVAILABLE  
**Director of Development**  
**THE PUTNEY SCHOOL**

The Putney School is seeking a **Director of Development**, a twelve-month leadership position to begin work on or before June 1, 2025. The Director of Development is responsible for leading Putney's philanthropic efforts, including planned giving, capital giving, and annual fundraising. Supervising a four-person team and collaborating extensively with the head of school, this key role serves as a bridge between Putney's campus and external communities and brings significant revenue into the school.

**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. The school supports all its employees in developing this critical skill set.

Putney is currently putting the finishing touches on a landmark, \$35-million capital campaign, the largest in the school's history by a factor of three. The effort has led to the construction of new dorms and a planned new theater wing. Through the campaign, the school has discovered somewhat dormant and previously untapped philanthropic potential in the community. Moving forward, Putney will need to keep growing its capacity and continue to make fundraising a part of the school culture. This is both a challenge and an opportunity for the community. In the fall of 2025, Putney will embark on its next strategic planning process, designed to help grow the school's position as a leading progressive school in the country and the resources needed to achieve this goal.

**Responsibilities:**

- Develop strategies for capital, planned giving, and major gift campaigns, and oversee/support annual fund efforts.
- Strategically manage a portfolio of Putney's largest-capacity donors through the donor cycle.
- Guide the head of school in cultivation of and relationship-building with prospective donors.
- Oversee production of fundraising statements, stewardship pieces, brochures, acknowledgement processes, tax documents, endowment reports, and website content.
- Build relationships with volunteers, major donors, and other school constituents.
- Guide Putney's outreach during events, build and support the overall engagement calendar.
- Serve as staff liaison to the board of trustees on development matters.
- Supervise the Development Office and its functions, including data management, alumni relations, the annual fund, student engagement, volunteer activity, and major giving.
- Travel approximately 10-12 weeks annually.

**Priorities:**

- Institutionalize recent gains in annual giving (current annual fund goal is \$1.25 million), and achieve annual ~5% growth targets.
- Further metric and data-informed leadership of the Development Office's frontline fundraisers and support team to inform thorough outreach, solicitations, and follow through.
- Absorb planned giving into strategies for major gift, capital, and endowment campaigns to ensure strong growth in this area.



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**Benefits:**

- Competitive compensation depending on experience.
- Health benefits, paid vacation, and 403(b) retirement plan contributions.
- On-campus housing is possible.
- Professional development opportunities.

**Qualifications:** BA or higher, with five or more years of experience (preferably in a non-profit or educational setting) in the field of philanthropy and relationship-building. Management experience and an appreciation of residential education, particularly in a progressive setting, is preferred. Candidates must demonstrate conversance in how philanthropy, and equity and inclusion principles interact. Ideal candidates will possess strong leadership aptitude, an understanding of the joys and challenges of philanthropy, a commitment to their work, an ability to communicate effectively verbally and in writing, maintain confidentiality, and expertise communicating a vision while paying attention to detail. Candidates must be versed in, or quickly learn, Blackbaud's Raiser's Edge and Google and Microsoft platforms.

**How to Apply:** We will begin reviewing applications upon receipt and continue until the position is filled. Please share a cover letter and resume to [employment@putneyschool.org](mailto:employment@putneyschool.org)