



**Senior Advancement Officer
(Major Gifts Officer)**

The Branson School
Ross, California

Branson develops students who make a positive impact in the world by leading lives of integrity, purpose, learning, and joy.

The Branson School is a coeducational, college-preparatory day school of 370 students, grades 9-12, located in Marin County, California. Branson is more than just a great school. It's an ever-evolving educational community that challenges and supports students as they grow into confident, thoughtful, ethical people.

Branson encourages students to be brave in whatever they do – in the classroom, on the field, on stage, in the community, even with their peers. The faculty values collaboration, continual growth and improvement, reflection, and student-centered teaching. Branson teachers work in a beautiful, well-resourced environment with dedicated students. The faculty is widely regarded as outstanding and there exists in the faculty an admirable *esprit de corps* and a positive attitude about their work and their relationship with students.

Community Statement of Belonging

Branson believes that diversity, equity and inclusion are essential to create a truly excellent learning environment and a vibrant, caring community. We aspire to have every member of the Branson community feel a deep sense of belonging and inclusion.

Core Values: Courage, Kindness, Honor, Purpose



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

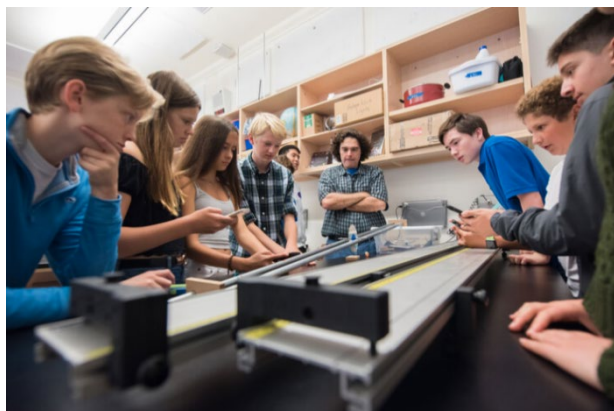
search@carneysandoe.com · carneysandoe.com

Senior Advancement Officer (Major Gifts Officer)

The Senior Advancement Officer will work strategically with the Chief Advancement Officer and the Head of School to develop and manage a pool of major prospects at Branson, and personally cultivate and solicit individuals and families capable of contributing gifts of \$100,000 or more.

Work Requirements

- Develop and implement solicitation programs for major gifts to Branson
- Identify, cultivate and solicit Branson parents, alumni and friends capable of making major gifts (\$100,000 or more) to Branson
- Create and present proposals within the Overture platform to prospects for consideration according to donor's interest and financial situation
- Initiate and maintain regular contact with prospective donors by visit, letter & phone
- Act as a liaison among donors, the Advancement Office, key school administrators and departments
- Travel extensively within the Bay Area, and as needed outside the area, to achieve a minimum of 15 personal visits a month for cultivation and stewardship of prospective donors
- Participate in regular staff and volunteer screening and review meetings to identify new prospects and plan cultivation, solicitation and stewardship strategies for capital gift prospects
- Actively manage moves management for prospects in Raiser's Edge and EverTrue
- Assist in marketing and implementation of Branson's planned giving program
- Coordinate all strategies for annual, capital and planned giving solicitations of prospects with Advancement volunteers and staff



Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com

Qualifications

- Bachelor's degree required, graduate degree preferred
- Five or more years of major gifts experience, preferably in an independent school or higher education setting
- Knowledge of financial planning, tax and charitable gift laws, and planned giving vehicles and methods preferred
- The desire to be involved in various aspects of life at an independent school
- Proven capacity to build rapport across diverse stakeholder groups
- Demonstrated capacity to operate in fast paced, varied work environment that includes high volume responsibility and atypical or unpredictable hours and tasks
- Outstanding organizational, written, oral, and interpersonal skills
- Strong work ethic, high level of integrity, and ability to handle sensitive information with discretion and tact
- Proficient computer skills, including Microsoft Office suite and Google online platform; experience with Blackbaud's Raiser's Edge/NXT, EverTrue or Overture software a plus



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com



Interested Persons Contact

Jonathan K. Ball
Managing Associate
Carney, Sandoe & Associates
617-933-3450 (dir)
jball@carneysandoe.com

All inquiries and nominations are kept confidential.

Branson is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, volunteers and interns, and the School makes decisions based on the merits of each candidate. Branson prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. The School will afford equal employment opportunities to all qualified applicants, employees, volunteers, and interns as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.



Carney
Sandoe
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

T 617.542.0260 · F 617.933.3426

search@carneysandoe.com · carneysandoe.com