



Director of Development
Buckingham Browne & Nichols School
Cambridge, Massachusetts

Located in Cambridge, Massachusetts, Buckingham Browne & Nichols is a day school that engages students in grades Pre-K through 12 in a rich and invigorating educational experience of the highest quality. The school excels at helping students discover their unique talents and passions and develop those strengths to the fullest. The curriculum is challenging, forward-thinking, innovative, and flexible, designed to help qualified students, from a range of backgrounds and with a wide spectrum of talents and interests, reach new levels of accomplishment. Co-curricular opportunities in athletics, the arts, community service, and other areas add important dimensions to students' learning. Students learn on three age and developmentally appropriate campuses. At every grade, BB&N takes full advantage of the range of opportunities its locations afford.



**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

Director of Development

The Director of Development reports to the Chief Advancement Officer to advance and support the School's mission, values, and goals. Working closely with a dynamic advancement team and Head of School, the Director of Development will provide leadership for alumni/ae engagement, annual giving, and constituent relations. This position will lead and work collaboratively with the Associate Director of Alumni/ae Engagement, The BB&N Fund team, and the Parent Association and Event Manager, to identify new strategies to enhance engagement, annual giving, and set program directions.

Key Responsibilities

- Lead the strategic direction and operations of the Alumni/ae Office including program, volunteer relations, budget, and staff.
- Responsible for developing content driven programs that strengthen and promote new and meaningful connections with BB&N alumni/ae while elevating the visibility of BB&N throughout the alumni/ae community.
- Responsible for management of the Alumni/ae Council, its subcommittees, and other volunteer groups as needed.
- Set long-term alumni/ae, parent, grandparent, and past parent engagement goals in the context of the School's *Bright Bold Next* comprehensive campaign.
- Support and collaborate with a range of alumni/ae affinity groups and engage in diversity, equity, and inclusion work with an emphasis on building an inclusive and welcoming community among BB&N's diverse and global alumni/ae.
- Work closely with the Associate Director of Alumni/ae Programs to oversee the planning of regional and on-campus alumni/ae events.
- Collaborate with the Office of Annual Giving (BB&N Fund) to develop and implement strategies to enhance the Annual Giving program.
- Manage a portfolio for BB&N Fund and Campaign Leadership gifts.
- Attend weekly Campaign Operations meetings.
- Conduct regular prospect visits relating to discovery, cultivation, and stewardship.
- Collaborate with and oversee the Associate Director of Alumni/ae Programs, The BB&N Fund team, the Parent Association and Event Manager, and Grandparent/Past Parent Coordinator.
- Organize and direct the hiring of new staff in collaboration with the Chief Advancement Officer.
- Conduct evaluations for staff reporting directly to this position.
- Other duties as assigned.



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Primary Requirements

- A minimum of five years of experience required in the development field.
- Strong management experience with the ability and interest to work closely with staff members to achieve individual and department goals.
- Strong background in Annual Giving, including leadership programs, alumni/ae reunion and non-reunion programs, and constituent relations programs.
- Ability to manage and lead professional and volunteer staff, including recruiting, training and professional development.
- Broad understanding of advancement services: research, prospect tracking, stewardship, gift entry, gift acknowledgement, and data entry.
- Significant exposure to overseeing alumni/ae programming designed to support comprehensive needs of a broad constituency.
- Demonstrated ability to personally and effectively identify, cultivate, and secure gifts from annual fund and major gift prospects.
- Strong interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including students, co-workers, parents, alumnae, and volunteers.



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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.

Buckingham Browne & Nichols School does not discriminate on the basis of race, color, religion, creed, age, gender identity, national origin or ancestry, veteran status, sexual orientation, genetic information, or any non job related physical or mental disability. We welcome candidates who will increase our diversity; we encourage candidates of color and all diverse candidates to apply.

Buckingham Browne & Nichols Schools takes the health and safety of its community members very seriously. Because we serve students, many of whom are not eligible for vaccination due to their age, we require all employees to be fully vaccinated against the COVID-19 virus with the Johnson & Johnson, Pfizer, or Moderna COVID-19 vaccine before commencing employment. Documentation showing vaccination status will be required as part of the application process.



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