

BRANSON

Director of Alumni Engagement and Philanthropy 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 320 students, grades 9-12, located in Marin County, California. Branson is 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

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Director of Alumni Engagement and Philanthropy

The Director of Alumni Engagement and Philanthropy reports to the Chief Advancement Officer and is responsible for the creation, planning and implementation of programs to increase alumni financial support of and engagement with Branson. The Director of Alumni Engagement and Philanthropy is a critical part of the school's fundraising team and has primary responsibility for securing capital, planned, and annual gifts from high-capacity alumni. This individual is also the primary contact for over 3,000 alumni, and must represent the school in a professional and knowledgeable manner, with the ability to both relate to and care for a diverse constituency of men and women with varied tenures and experiences at Branson.



Work Requirements

- Create, implement, and evaluate an annual plan that promotes alumni philanthropic support and engagement through innovative programming and thoughtful fundraising, event, and communication strategies
- Maintain a portfolio of 80 capital and planned giving prospects and participate as an integral member of the school's major gifts team in furtherance of the school's \$85 million World Ready Campaign
- Regularly hold discovery discussions with alumni who have the potential to be significant donors
- Actively identify and qualify alumni prospects for gifts at all levels
- Plan, execute and manage the annual Alumni Day of Giving
- Plan and execute all alumni events
- Evaluate and reimagine programmatic aspects of the Alumni Relations program routinely by gathering and analyzing feedback and data and analyzing trends



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Work Requirements (continued)

- Expand alumni engagement by regularly identifying and recruiting volunteers
- Ensure accurate and complete alumni records in Raiser's Edge. Collaborate with Advancement Database Manager to capture contact, biographical and career information of alumni. Save all pertinent email correspondence and visit/call notes to alumni records
- Establish and build meaningful relationships with a diverse range of alumni. Maintain direct contact with alumni via phone calls, electronic meetings, visits, and correspondence
- Manage other tasks as needed that support overarching objectives of the position
- Along with other members of the Advancement Office, provide support for department and school initiatives and events

Qualifications

- Bachelor's degree required
- Three 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 preferred
- Proven capacity to build rapport across diverse stakeholder groups
- Strong ability to juggle long-range strategic planning while prioritizing and completing multiple tasks simultaneously
- 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
- Willingness to travel as necessary
- Strong work ethic, high level of integrity, and ability to handle sensitive information with discretion and tact
- Proficient technical skills, including Microsoft Office suite and Google online platform; experience with Blackbaud Raiser's Edge/NST, EverTrue or Overture software a plus
- The desire to be involved in various aspects of life at an independent school



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Compensation and Additional Information

This is a full-time, full-year, exempt position. The annual salary range is \$120,000-\$155,000.

Interested Persons Contact

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



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