



Director of Major Gifts

Brunswick School
Greenwich, Connecticut

Brunswick is a college-preparatory day school for boys of genuine potential and differing backgrounds in Pre-Kindergarten through grade 12. Despite dramatic change during the course of its 116-year history, Brunswick has dedicated itself to staying true to its founding goals and intent.

In all Brunswick does, the school upholds founder George Carmichael's commitment: "Able and generously preparing boys for life." Brunswick believes deeply in the tremendous potential of boys, and has deliberately and successfully sculpted an educational experience that emphasizes rigorous traditional learning, self-discipline, and character development. The school's philosophy is fulfilled as young men of character are built through the educational experience that is uniquely Brunswick.

Believing that "the combination of a good home and a good school, working in intelligent cooperation, can give more than any school can give alone," Carmichael advocated day-school over boarding-school education. His founding vision still manifests itself in well-rounded, confident, superbly educated young men who value their home lives and school lives. Many gain acceptance to the nation's most prestigious colleges and universities.



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Director of Major Gifts

The Director of Major Gifts is a senior member of the Development team and is responsible for securing financial resources for Brunswick School.

The primary focus for this position is meeting and working with donors and prospects with significant giving capacity to accomplish their giving objectives in the form of annual giving, major and planned gifts. The Director of Major Gifts will engage in and be responsible for all aspects of the donor development cycle including donor identification, cultivation, solicitation, acknowledgment, partnership, and stewardship.

This income-generating position reports directly to the Director of Advancement, under the strategic vision of the Head of School. The position requires extensive travel and includes evening and weekend responsibilities to be successful.



Performance Measurements

- Identify major gift prospects. Analyze and predict the donor's propensity, capacity, and enthusiasm to give. Gather pertinent data alongside the prospect researcher to determine the best candidates for the major gifts program.
- Cultivate major gift prospects, investing the necessary time and energy to build relationships and understand each donor/prospect's goals with the express purpose of alignment with the school's mission and objectives. Solicit major gift prospects. Move prospective major donors that are ready to receive an appropriate ask, based upon donor intent and interest, along the donor pipeline.
- Steward major gift donors. Develop stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Manage a portfolio of approximately 150-200 qualified relationships and establish a custom cultivation strategy for each donor.
- Adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude; and convey sensitivity to needs of the donors.



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Performance Measurements (continued)

- Execute and report on quarterly/annual fundraising plans, donor identification, cultivation and solicitation, campaigns (capital and annual), and stewardship efforts.
- Work collaboratively with development and advancement officers. Offer prospect strategy counsel to the Head of School, and development/advancement staff who are managing other prospects. Be a resource for development/advancement staff, from identifying potential volunteer connections to knowing about meeting and event spaces in key locations.
- Track prospects and donor contacts in portfolio using organization tools and tracking methods as utilized by the school. Ensure that all donor information entry, storage, and special requests are recorded and accomplished.
- Work toward annual fundraising (annual and capital) goals and operating campaigns.
- Work collaboratively with Development staff to compose letters, compile appropriate invitation lists, secure sponsors, participate in events and engage featured program participants.
- Continually update and correct database records for individuals, and organizations.
- Demonstrate Brunswick School values in performance of all duties.
- Perform other duties as assigned.



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Qualifications

Educations/Certifications

- Bachelor's degree, Master's degree and/or CFRE preferred

Experience

- A proven fundraising track record, as well as possible history in finance, sales, and marketing
- The ability to lead, work in a team setting, and work independently
- Detailed and in-depth knowledge of fundraising, its impact and associated tax laws
- Comfort in researching and analyzing large groups of data to uncover prospects
- Capacity to handle numerous tasks at once while still meeting deadlines
- Demonstrated history of securing major gifts over three or more years while working in a growing organization

Skills/Abilities

- Ability to determine how best to develop and maintain effective relationships with donors and determine when and how a prospective donor can be successfully solicited for a gift/gifts
- Capacity to mobilize and motivate volunteers
- Prioritization of direct contact with donors
- Demonstrated ability to understand the needs and interests of donors in order to develop or strengthen relationships with the school
- Ability to participate in all aspects of the giving cycle
- Must have knowledge of planned giving techniques and vehicles
- Must travel and work irregular hours as needed
- Proficient computer, database, technology, and social media skills
- Excellent verbal and written communication skills and professional demeanor
- Working well in a team environment and ability to accept input as well as supervisory guidance
- A self-starter who regularly sets and achieves activity and results-driven goals



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Working Environment

The employee agrees to promote the values and mission of Brunswick School. The employee shall conduct himself/herself in a manner consistent with the reputation of the school.

Working Conditions

The employee is regularly in a typical office environment with adequate light and moderate noise levels. Additionally, this role may require hours served on the weekend, evenings, and travel. No hazardous or significantly unpleasant conditions are anticipated. Air-conditioned buildings; tile, concrete, and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

Physical Activities and Requirements of this Position

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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Interested Persons Contact

Jonathan K. Ball
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All inquiries and nominations are kept confidential.

Brunswick School is an equal opportunity employer and does not discriminate in any phase of employment. We consider applicants without regard to race, color, religion, gender, national origin, sexual orientation, age, disability, marital status, or any other legally protected status.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts.



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