



Alumni Gift Officer

Lawrence Academy
Groton, MA

A coed boarding and day school situated on a 140-acre campus in the center of Groton, Massachusetts, Lawrence Academy provides approximately 400 students in grades 9 to 12 with a college-preparatory curriculum that ensures individual attention and fosters personal growth. Established in 1793, it enjoys its heritage as one of the oldest independent schools in the country while embracing a contemporary student-centered approach that supports its mission: “Lawrence Academy recognizes you for who you are and inspires you to take responsibility for who you want to become.”



Alumni Gift Officer

The Alumni Gift Officer is responsible for the cultivation, solicitation, and engagement of LA alumni (of all decades) to increase current and future philanthropic engagement in support of Lawrence Academy’s mission. The Alumni Gift Officer will report to the Director of Alumni Advancement and play a key role in the operations of the Development Office. The Officer helps to identify prospective donors, craft messaging, and cultivate donor relationships with the goal of securing financial support for the institution.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Requirements/Essential Functions

- Identify and build relationships with alumni from all decades to build a portfolio for annual fund support.
- Successfully build and maintain existing relationships with key alumni donors.
- Identify new alumni donors and prospects through stewardship and cultivation.
- Identify and regain relationships with lapsed alumni donors.
- Attend community events, meetings, or conferences to promote organizational solicitation goals.
- In collaboration with the Director of Alumni Advancement develop and manage fundraising strategies for alumni of LA.
- Ability and willingness to travel locally, regionally, and domestically for engagement and fundraising.
- Conduct 4-6 meetings with alumni per week for engagement and fundraising.
- Assist in recruitment and oversight of the alumni Class Agent program.
- Provide timely updates, analysis, and management of constituent data using Blackbaud's Raiser's Edge NXT platform.
- Assist with reunions and other key alumni events.
- Collaborate with annual giving team to develop fundraising strategies and digital and print collateral that maximize participation, new or increased contributions, and minimize costs.
- Other duties as assigned.



Key Qualifications

- Bachelor's degree required.
- 3+ years of direct fundraising experience.
- An entrepreneurial spirit and demonstrated history of building and enhancing engagement.
- Excellent interpersonal skills as well as strong written and verbal communication skills
- Strong work ethic and willingness to succeed.
- Ability to meet and exceed performance goals.
- Ability to motivate and inspire others.
- Ability to work independently, collaboratively with key internal and external partners.
- Demonstrated project management skills.
- Willingness to travel locally to attend alumni meetings and events.
- Occasional weekend or evening work required for special events.
- Commitment to and appreciation for the mission of Lawrence Academy.



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Other Duties

This job description is not designed to cover or contain a full listing of all required activities, duties or responsibilities. Duties, responsibilities, and activities may change, or new ones may be assigned at any time.

Physical Requirements and Work Environment

- May work at a desk and computer for extended periods of time.
- Ability to be mobile in a multi-story, historic building.
- Be able to occasionally lift up to 15 lbs.
- Work primarily in a traditional climate-controlled office environment.
- Work intermittently in outside weather conditions.
- Weekend and evening work required on occasion.

Benefits and Additional Information

Lawrence Academy offers a generous benefit program including health and dental insurance, retirement plan, and paid time off. This is an exempt, full-time (40 hours weekly), Administrative position.



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Interested Persons Contact:

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All inquiries and nominations are kept confidential.

Lawrence Academy is seeking candidates with a commitment to cultural competence which enables individuals to work and communicate across social and cultural differences. Candidates from traditionally underrepresented groups are encouraged to apply. Further, the Academy does not discriminate and does not tolerate discrimination on the basis of race, color, ethnicity, national origin, religion, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, genetic information, veteran or Uniformed Service status, or any other characteristic protected by applicable federal, state, or local law.



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