



Director of Capital Giving/Major Gift Officer

The Park School
Brookline, Massachusetts

The Park School is a Pre-K to Grade 8 independent school in Brookline, MA dedicated to excellence in education. The cornerstone of Park's program is academic excellence, combining both high standards of scholarship and the encouragement of each child to develop to their greatest potential. Our school community fosters a nurturing environment in which children develop curiosity, express creativity, appreciate the value of hard work and discipline, and experience the joy of learning. Park's faculty encourages each student to strive for intellectual, physical, and moral growth and to become contributing members of the community.

Director of Capital Giving/Major Gift Officer

The Park School seeks an experienced fundraising professional for the role of Director of Capital Giving / Major Gift Officer to join a five-member Development Office at an exciting institutional moment. Reporting to the Director of Development, the Director of Capital Giving / Major Gift Officer will serve an integral role in the management of The SPARK Campaign, Park's \$30M+ capital campaign currently in Phase II. With \$10.5M raised toward the \$12.65M goal for Phase II, the Director will be the chief partner of the Director of Development and Head of School in successfully achieving the Phase II goal in the near term, and launching the Phase III effort. The SPARK Campaign is Park's largest-ever capital campaign, guided by a bold vision for student-centered academic spaces, athletics and outdoor learning, and investments in diversity, equity, inclusion, and belonging. SPARK prioritizes inclusivity both in its funding priorities and campaign structure.



**Carney
Sandoe**
& ASSOCIATES

Carney, Sandoe & Associates

The Search Group

200 High Street, Suite 610, Boston, MA 02110

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Roles and Responsibilities

The Director of Capital Giving/Major Gift Officer will:

- Cultivate and solicit a portfolio of 5- and 6-figure capital campaign prospects, with a primary focus within the current parent community
- Manage the Board of Trustees' Campaign Steering Committee and Development Committee in partnership with the Director of Development
- Recruit and coach campaign volunteers in the successful solicitation of their Park peers
- Support the Director of Development and Head of School with prospect research, prospect strategy development, and solicitation materials
- Lead bi-weekly internal campaign planning meetings involving Head of School, Assistant Head of School for Finance & Operations, Director of Development, and Director of Strategic Marketing & Communications
- Partner with the Director of Strategic Marketing & Communications to create campaign communications and collateral, including the Park SPARK quarterly newsletter
- Partner with the Manager of Development Operations & Special Events to regularly produce campaign progress reports and data analysis, as well as campaign acknowledgements, letters of agreement, and pledge reminders
- Partner with the Manager of Development Operations & Special Events to conceive, plan, and execute impactful campaign-related events
- Develop campaign engagement strategies for Park's grandparent and parent of alumni communities
- Partner with the Director of Alumni Relations / Major Gift Officer in the development of campaign engagement strategies for Park's alumni community
- Manage the campaign budget
- Partner with the Director of Annual Giving to coordinate high-level annual and campaign solicitations
- Support the Director of Annual Giving in staffing the Major Gift Committee of parent Annual Fund volunteers
- Support team-wide projects, events, and meetings such as Giving Day, phonathons, campaign events, etc.
- Enthusiastically participate in the life of the School



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Qualifications

- A minimum of 7 years of professional fundraising experience, preferably with some experience in an independent school environment
- Bachelor's degree required
- A track record of frontline fundraising success in a major gift or capital campaign environment is necessary, along with a demonstrated ability to develop and implement 5- and 6-figure gift strategies
- Experience collaborating with senior staff and volunteer leadership to advance a high-level philanthropy program, earning respect, and motivating others toward greater engagement
- Commitment to inclusive fundraising practices, including demonstrated experience working successfully in a culturally and economically diverse community
- Exceptional verbal and written communication skills with experience developing and executing strategic development communications plans and projects
- Strong attention to detail, ability to multitask, and project management skills
- Ability to analyze, interpret, and present data
- Fluency with Raiser's Edge
- Advanced interpersonal and relationship-building skills
- Event-planning experience preferred
- A flexible, collegial team player excited to work in a collaborative and dynamic small-shop environment
- Ability to travel and work nights and weekends as needed



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Interested Persons Contact:

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All inquiries and nominations are kept confidential.

The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition, or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.



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