



Job Title: Director of Development

Reports to: Head of School

Date: June 2021

About Brookwood School:

Brookwood is an Early Childhood through Grade 8 independent school of about 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued so that they can grow into their best selves. Our program focuses on building 21st century skills and graduating students of conscience, character, compassion, and cultural competence. Brookwood also offers a playful, collaborative work environment for 85 faculty and staff who go the extra mile to do what is best for kids.

The Campus

Brookwood is located 25 miles north of Boston on the coast in Manchester, MA on a beautiful 30-acre wooded campus. The physical plant includes a pond, wetland spaces, forest areas, and open green space. The 130,000 square foot facility sits under one roof with construction ranging from the original 1900 stable (now housing grades 6-8) to the 2014 state-of-the-art lower school, a dining commons and kitchen. In addition to grade level classrooms, there are five outdoor classrooms, two music rooms, three art studios and a kiln room, four science labs and science gym, a library with a 15,000 volume collection, an Idea Lab, a gymnasium and a multi-purpose theater/gymnasium space, two synthetic turf fields, and well-appointed outdoor play spaces. The surrounding area of Cape Ann is filled with beautiful natural and historical attractions such as beaches, parks, preserves, museums and hiking trails that are used frequently by our students, employees and families alike.

Job Summary:

Reporting to, and working in close collaboration with, the Head of School, the Director of Development will plan, cultivate and lead all fundraising efforts in support of the vision, mission and goals of Brookwood. The successful candidate will coordinate and expand Brookwood's fundraising in alignment with the organization's strategic goals and is responsible for the strategic direction and detailed execution of the development program. Robust community engagement and outreach, in partnership with the Head of School, is at the core of this work. The Director of Development is a member of the school's senior administrative team, and acts as an ambassador of Brookwood's mission and commitment to equity and inclusion in daily interactions with the school community.

The Director of Development works to advance the school's mission in strong partnership with the Marketing and Communications Director, the Admissions team and the Head of School. Additionally, working with the Board Advancement Committee to build the culture of philanthropy is a critical component of this role.

Essential Duties:

- Develops, implements, and manages all fundraising activities including annual giving, endowment and future capital campaigns, special projects, and other school-related solicitations
- Prepares annual tactical plans outlining actions in support of fundraising and relationship-building goals; develops and reports on key and measurable metrics around program progress
- Directly responsible for the cultivation, solicitation and stewardship of principal and leadership donors to Brookwood
- Is the liaison between the Parents' Association and the School's leadership team, and is the point-person for all Parents' Association needs, events, and activities.
- Manages development operations, including donor files and database, gift accounting and acknowledgment, pledge collection, creation of financial records, media archives, alumni databases, and other records, and coordinates development research activities
- Manages Alumni, Past Parent and Grandparent Relations
- Identifies and envisions new opportunities for raised funds- partnerships and grants
- Develops a comprehensive planned-giving program as the need arises
- Develops, initiates and builds fundraising case study for comprehensive campaigns
- In collaboration with the Director of Finance & Operations, develops institutional policies regarding scholarship donations, gift fulfillment and donor recognition
- Manages the Development Office budget and works in partnership with the Director of Finance & Operations for contracts and invoices
- Collaborates with the Director of Marketing and Communications for development and execution of all communications for fundraising, PA, and constituent relations and the production of the annual report
- Coordinates community events in collaboration with Admissions and Communications Offices
- Works closely with the Advancement Committee of the Board of Trustees
- Develops fundraising training and resources for Trustees and other leadership volunteers as requested
- Participates in board meetings, and regularly reports on advancement progress
- Serves on the Committee On Trustees with recommending and researching potential new board members
- Helps manage and coordinate Trustee orientation

Job Requirements:Degree:

- Bachelor's degree required; Master's degree desirable
- Minimum of 10+ years fundraising experience, in a leadership capacity

Other requirements:

- Experience planning and implementing successful fundraising campaigns from multiple donor channels
- Skilled in creating powerful, compelling written and oral communications. Ability to share the Brookwood story with donors and convey complex

ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences

- Demonstrated ability to work independently as well as collaboratively with a range of constituencies to reach common goals and objectives
- Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization
- Experience working for an independent elementary school a plus, but not a requirement
- Excellent computer skills - proficiency in MS Word, Excel, Google, and fundraising software
- Event planning and execution experience
- Proficient in and commitment to antiracism, diversity, equity and inclusion are essential to success in this job: training in antiracism and DEI practices a plus
- Helpful to have understanding of the North Shore fundraising landscape
- Ability to work occasional night or weekend events

We strongly encourage applications from people of color, LGBTQ candidates or candidates from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.

To Apply:

Interested and qualified candidates should email a cover letter, résumé and list of five references with contact information to Cathy Marrero, Executive Assistant to the Head of School (cmarrero@brookwood.edu).