

Buckingham Browne & Nichols
Job Description

Position Open: Director of The BB&N Fund

Department: Office of External Affairs

Starting Date: February 2018

Job Summary:

As a key member of the Office of External Affairs directors' team, the Director of The BB&N Fund is responsible for planning, implementing, and managing a comprehensive annual giving program to secure annual gifts from current parents, alumni/ae, parents of alumni/ae, grandparents, faculty, staff, and friends of the School.

Context:

BB&N, a coeducational day school in Cambridge, MA, was established in 1974 by the merger of two independent schools, Buckingham School and Browne & Nichols, founded respectively in 1889 and 1883. Located on four separate campuses, BB&N works as one school in pursuit of excellence. At BB&N we foster intellectual curiosity, critical thinking, and a deep concern and respect for others.

Key Responsibilities will include:

Oversee The BB&N Fund team to develop and implement strategies to manage a successful annual giving program in the \$3.4 million+ range including the following programmatic areas:

- Establish goals, form strategies, and produce and meet timetables for all components of The BB&N Fund for alumni/ae, parents, parents of alumni/ae, grandparents, faculty, staff and friends;
- Oversee alumni/ae, parent, and grandparent annual leadership giving program (as part of overall alumni/ae, parent, and grandparent giving program);
- Solicit pool of leadership gift prospects, including parents, alumni/ae, and grandparents, for their annual gift to The BB&N Fund;
- Manage and mentor team of parent and alumni/ae fundraising volunteers and provide them with appropriate support to manage their solicitations and other related responsibilities;

- Oversee direction of reunion giving program;
- Oversee strategies and implementation of successful non-reunion class giving campaigns;
- Oversee several phonathons with alumni/ae, parent, and staff volunteers on a yearly basis;
- Work with The BB&N Fund team to design and execute direct mail and email strategies as part of a yearlong comprehensive marketing plan;
- Work with the Director of Stewardship and OEA Communications to organize and execute all gift acknowledgments and procedures for BB&N Fund gifts to all constituencies including those from Head of School at the leadership level;
- Prepare BB&N Fund reports and updates for the Board of Trustees, BB&N Fund parent volunteer committees, Head of School, Chief Advancement Officer, and for all development publications;
- Assist with the development, preparation, and production of the annual Report of Giving in collaboration with the Director of Stewardship and OEA Communications and the Chief Advancement Officer;
- Oversee BB&N Fund leadership donor cultivation and stewardship events for various constituencies throughout the year including Leadership Reunion Reception hosted by Head of School, 1974 Leadership Society Reception, Grandfriends' Day, and other events as needed;
- Participate in other Office of External Affairs programs including Strawberry Night/Reunion Weekend, Circus, and other Boston area and regional events as needed.

Basic Qualifications:

A bachelor's degree is required. The ideal candidate will have five years of annual giving experience, preferably at an independent school or in higher education, and possess excellent managerial, administrative, organizational, interpersonal, and communication skills. Strong computer skills and database experience required.

Additional Qualifications:

The ideal candidate must be well organized, able to work in a fast paced environment, be detail oriented, and able to prioritize and simultaneously manage multiple projects. Must enjoy managing and mentoring an annual fund team and be a strong team player. Must be able to handle confidential information with sound judgment and discretion. Knowledge of Millennium helpful but not required, marketing experience helpful but not required.

Buckingham Browne & Nichols School does not discriminate on the basis of race, color, religion, creed, age, gender, national origin or ancestry, veteran's status, sexual orientation, or any non-job related physical or mental disability.

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