Associate Director of Development

Stoneleigh-Burnham School, an independent girls’ boarding and day school for grades 7-12, seeks an Associate Director of Development, effective July 1 or sooner, for a full-time, 12-month position.

Located in the Pioneer Valley, a short drive from the Five College Consortium (UMass Amherst, Smith, Mount Holyoke, Hampshire and Amherst College), Stoneleigh-Burnham is the only girls’ school in New England to offer the IB Diploma Programme and attracts students from the local area and around the world. Our mission centers around helping our students discover and use their authentic voices. Employees who thrive at SBS are collaborative and dynamic colleagues excited by professional growth, are deeply passionate about education, and are committed to fostering an inclusive community. In the Development and Alumnae Relations Office at SBS, we believe that building relationships with alumnae, parents, and friends is key to successful engagement and fundraising.

Duties and Responsibilities:

- Build strong relationships through identification, cultivation, solicitation, and stewardship of donors and prospective donors.
- Collaborate with colleagues to develop strategic engagement activities and stewardship activities for donors and prospective donors.
- Focus on the School’s $3.5 million Speak Up for Stoneleigh-Burnham Campaign, $1.5 million Equestrian Center Expansion, and additional strategic priorities.
- Use the database to record activities with constituents, update constituent records, and generate reports and lists.
- Secure gifts from SBS alumnae, parents, and friends of $1,000 and above.
- Manage a portfolio of 80-100 leadership gift prospects and identify new prospective donors.
- Work with alumnae and parent volunteers, faculty, staff, and vendors.
- Perform duties with a high degree of independence.
- Play an active role in Reunion Weekend, alumnae programs, and donor-related events.
- Attend required School events and meetings, some on evenings and weekends.
- Arranging constituent visits and travel will account for a major portion of the Associate Director’s time.
Qualities and Qualifications:

- Bachelor’s degree or equivalent required.
- 1-3 years minimum of successful development experience or equivalent; experience in an education setting is preferred.
- Willingness and ability to travel extensively and to work extended hours as necessary.
- Valid driver’s license.
- Demonstrated skill in writing for correspondence, publications, proposals, or social media.
- Proficient computer skills, including information databases, Microsoft Office Suite, and Google Suite.
- Demonstrated commitment to diversity, equity, and inclusion
- Demonstrated commitment to ongoing professional growth and development.
- The desire to work in a boarding school community and be invested in campus life.

Applications:
Please send cover letter, resume, and references to:

employment@sbschool.org

In order to achieve our mission of preparing students to actively engage a diverse and inclusive world we must first emulate the values we hope to instill in our students. Stoneleigh-Burnham is committed to increasing the diversity — in backgrounds and in experiences — of our faculty, staff, and student community.

Stoneleigh-Burnham strives to hire and support an inclusive community of employees; candidates from communities that are statistically and systemically underrepresented in independent schools are encouraged to apply. Stoneleigh-Burnham School is proud to be an Equal Opportunity Employer. Salary is commensurate with experience.

Our Mission:
Stoneleigh-Burnham School is an academic community that fosters an international perspective. We inspire girls to pursue meaningful lives based on honor, respect, and intellectual curiosity. Each student is challenged to discover her best self and graduate with confidence to think independently and act ethically, secure in the knowledge that her voice will be heard.

To learn more about Stoneleigh-Burnham School, please visit our website:

sbschool.org