Development and Alumnae Relations Office Manager

Stoneleigh-Burnham School, an independent girls’ boarding and day school for grades 7-12, seeks a Development and Alumnae Relations Office Manager, 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:

- Manage alumnae and donor biographic and gift data using Blackbaud Raiser’s Edge.
- Develop and execute database queries and export lists for mailings, events, and reports.
- Ensure timely recording of gifts, gift acknowledgement, and giving reports.
- Coordinate timely production and mailing of endowed fund reports, scholarship acknowledgement letters, tribute/in memoriam gifts, and recurring gifts.
- Assist with the coordination and support for Leadership Council Day and events related to donor stewardship, including reunion weekend.
- Perform marketing activities such as editing and managing direct mailings to meet deadlines; developing lists; and coordinating production, design, printing, and postage.
- Manage monthly reconciling of development reports and expense budgets.
- Manage information needed for work with vendors, matching gift organizations, donor advised funds, stock gifts, and foundations.
- Manage critical processes such as giving societies, staff giving, gift acknowledgement, pledge tracking, and pledge reminders.
• Assist with donor research and produce briefing documents for events and solicitations.
• Responsible for general office operations including equipment, supplies, and technology.
• Other duties as assigned to meet Development and Alumnae Relations goals.

**Qualities and Qualifications:**

• Bachelor’s degree or equivalent required.
• 1–3 years of successful office management and database experience or equivalent; experience in an education setting is preferred.
• Proficient skills working with spreadsheets and information databases, Microsoft Office Suite, and Google Suite.
• Demonstrated marketing and communications skills preferred: writing for donor and volunteer letters, promotional fliers, and publications.
• Willingness and ability to work extended hours on an occasional basis.
• 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