

CARDIGAN MOUNTAIN SCHOOL

Development Associate



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Overview

Cardigan Mountain School—founded in 1945—is a junior boarding and day school for boys in grades six through nine, located in Canaan, New Hampshire. The School seeks to employ individuals who will share our commitment to supporting the School’s Mission: To offer a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society. Cardigan Mountain School offers competitive salaries and benefits in a rewarding work environment, and does not discriminate on the basis of race, color, creed, handicap, sexual orientation, or national origin in the administration of its educational policies or any other program governed by the School.

The Position

The Development Associate will work collaboratively with members of the Development Office to advance the goals of Cardigan Mountain School, with a focus on supporting the fundraising efforts of The Annual Fund for Cardigan and *The Campaign for Cardigan 2020*.

The ability to interact with development constituents (at all levels) in a fast-paced environment and meet deadlines, while remaining flexible, positive, proactive, resourceful, and efficient is expected. A high level of professionalism, timeliness, and confidentiality is crucial to this role. Excellent written and oral communication skills, problem-solving skills, and attention to detail are equally important.

Responsibilities

The Annual Cardigan Auction

As part of a comprehensive approach to the Annual Fund for Cardigan, manage the annual Cardigan Auction, which raises approximately one-third of the Annual Fund each year, including, but not limited to:

- Leading the Auction Team (Director of Annual Giving, Associate Director of Development, Director of Alumni Programs, Event Coordinator, Assistant Director of Communications and others) and collaborating on the planning of this event.
- Assisting the Director of Annual Giving with the creation and implementation of a solicitation schedule for procurement of auction items and sponsorships.
- Working with the Communications Office to maintain the auction section of the website, and create and implement event (and item) marketing materials and publicity schedule.
- Working with the Auction Team to recruit volunteers, including Auction chair(s) and committee(s) (which may consist of silent/live procurement, design, sponsorship, advertising, attendee recruitment, marketing and communications).
- Working with the Event Coordinator to facilitate and coordinate specific event needs (e.g., registration needs, volunteers needed, room layouts and décor, menus, signage, logistical components, etc.) with other Cardigan departments including Dining Services, Facilities, and Housekeeping.
- Utilizing auction event management software and Raiser’s Edge software to catalog and acknowledge auction donations.

THE PROCESS

If interested in this position, please send a résumé, letter of interest, and contact information for three references to the Director of Development and International Relations. No phone calls please.

An onsite interview is required. Criminal background checks are performed on all new hires.

Cardigan Mountain School is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.

CONTACT

Joe Burnett '95

*Director of Development
and International Relations*
Cardigan Mountain School
62 Alumni Drive
Canaan, NH 03741
jburnett@cardigan.org

Prospect Management

- Utilizing Raiser's Edge software to record email actions, visits, contact notes, and update constituent prospects, assignments, and status for prospect managers, with particular focus on the timely and accurate management of relevant prospect pipelines
- Creating bi-annual pledge reminders and cash flow reports for prospect managers
- Assisting in the development and distribution of reports on proposals, progress against goals, gifts and pledges, and stewardship activities

Research & Stewardship

- Drafting and coordinating gift acknowledgement letter signing and mailing with relevant members of the board of trustees
- Assisting in research and stewardship of Annual Fund, Campaign and Planned Giving prospects
- Providing assistance for on-campus events.

Requirements

- Proficiency in Microsoft Office programs and the Google suite.
- Raiser's Edge knowledge desirable.
- Minimum of three years of experience in a similar position.
- Bachelor's degree preferred.
- A highly energetic and enthusiastic personality, with excellent interpersonal, problem-solving, and time-management skills.
- A commitment to customer service and a high level of professionalism and confidentiality.
- Excellent written and oral communication skills with attention to detail and accuracy.
- Previous fundraising and/or experience in a boarding school environment helpful.
- The willingness and ability to represent Cardigan Mountain School professionally at a variety of events. Some evenings and weekends required.