



The  
Frederick  
Gunn  
School

## DIRECTOR OF ENGAGEMENT

[gogunn.org](http://gogunn.org) | Washington, CT

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The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12 as well as a post-graduate year. Mr. Gunn had a deep appreciation for the natural world, believing that in nature students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Our continuous focus on moral character development intentionally engages all members of our school in the work of creating an inclusive and equitable living and learning ecosystem. Community and citizenship are at the heart of our aspiration to both social justice and academic excellence, with individual diversity integral to the strength of that community. When we embrace difference and pursue school life with respect, equity, and compassion, we build a foundation for engaged citizens.

In keeping with the tenets of our founder Frederick Gunn, The Frederick Gunn School seeks to provide a pluralistic learning environment for all inclusive of (but not limited to): culture, ethnicity, gender identity or expression, national origin, learning differences, physical difference, political affiliation, race, religion, sex, sexual orientation, and socioeconomic differences.

We invite applicants who resonate with our mission and who will foster an environment of cultural and intellectual richness and an active participant in advancing equity and inclusion.

### **Job Description:**

The Director of Engagement is responsible for strategically increasing engagement with the School's 5,000+ alumni, 300+ parents and families, and our evergrowing esteemed friends and neighbors through year-round on- and off-campus events, both in-person and virtual, and programming designed to further develop the Gunn community.

Reporting to the Director of Development Operations, the Director of Engagement will work closely with one direct report, the Associate Director of Special Events, the

Associate Director of Next Generation Philanthropy, and other members of the Alumni & Development Office to execute 20+ annual events, develop meaningful programming, create purposeful volunteer opportunities, and support fundraising priorities.

**Key Responsibilities** (include but are not limited to):

Engagement:

- Working with the Director of Development Operations and Chief Development Officer, develop a strategic plan to increase alumni and parent engagement that supports the School's 2025 strategic plan priorities.
- Working with departments across campus, create, execute, and oversee new alumni, parent, and community events and programs; strengthen existing events and programs; help identify opportunities that are consistent with The Frederick Gunn School's strategic plan; and facilitate the growth of engagement and giving in support of key philanthropic priorities, including:
  - Coordinating with the Associate Director of Special Events to execute events such as Holiday Receptions, Parents Weekend, and Alumni Weekend.
  - Overseeing the day-to-day operations of the Parents Council and the committee advisors to increase current parent participation and Parents Fund Support.
  - Leading the Alumni Mentoring & Networking Program and collaborating with the Alumni Association and its Executive Committee.
  - Helping to reimagine class engagement programs and reunions.
- In coordination with the School's Diversity, Equity, and Inclusion priorities, develop meaningful affinity-based opportunities and programming and initiatives that connect current students and alumni that align with Mr. Gunn's tenets of inclusion and equitability.
- Working with the Associate Director of Next Generation Philanthropy, develop new programs to involve and prepare students for their roles as alumni after graduation, including I Heart Fred, senior class gift, and the Alumni Mentoring Network, and increase engagement of young alumni with a special focus on graduates within the last decade.
- Working closely with the Director of Development Operations and Alumni & Development Communications Coordinator, oversee a year-long alumni and parent communications plan supported by the communications office, including print and digital vehicles. Drive effort to find compelling alumni, parent, and friend stories.
- Other duties as requested by the Director of Development Operations or Chief Development Officer to meet the needs of the office and mission of the school.

Management:

- The Director of Engagement manages one full-time position, The Associate Director of Special Events, with the expectation of creating a collaborative working relationship, providing strategic leadership and programmatic

support for all external events, and providing consistent and timely feedback.

- The Director will create a strategic plan for overall engagement that will take into consideration the need for future positions to execute the plan.

### **Qualifications and Key Skills:**

- Bachelor's degree required.
- Five years of professional experience in Alumni & Development, in an independent school preferred. Transferable skills considered.
- Excellent word processing, spreadsheet, presentation, and organizational skills required. Raiser's Edge and Google Suite experience is beneficial.
- Must demonstrate excellent interpersonal skills, a commitment to customer service and accuracy, and be a team player.
- Must be a highly-motivated self-starter with good time management skills and an ability to multitask in a dynamic environment.
- Must be able to work evenings and weekends, and travel, as necessary.

### **Compensation and Benefits:**

The Frederick Gunn School offers an attractive compensation package that includes a salary commensurate with experience, medical and dental insurance, and retirement plan contributions.

### **To Apply:**

Please submit application materials (cover letter, resume, references, and salary requirements), in confidence, via PDF in an email to Hannah Alley-Keller, Director of Development Operations, at [alley-kellerh@frederickgunn.org](mailto:alley-kellerh@frederickgunn.org).

### **Timeline:**

Application materials due: 8/26

Video interviews: (confidential phase): Week of 9/5

Finalist interviews, reference checks and campus visits as possible: Week of 9/19

Finalist announced: 10/3

*The Frederick Gunn School is an Equal Opportunity Employer. Except in cases of a bona fide occupational qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Position announcements are intended to describe the general nature and level of work performed by employees assigned to the job title and the education and skills required. Descriptions are not intended to be a complete list of all responsibilities, duties and skills that are required or may be required in the future.*

**BACKGROUND SCREENING:** *The Frederick Gunn School conducts background checks on all job candidates upon acceptance of a contingent offer, which includes using a third-party administrator to conduct the checks.*

## Core Values

### Integrated Humans

Thriving people learn to integrate the intellectual, the physical, the spiritual, and the emotional through an examination of the place of each, discernment about their relative role, and a commitment to balance and flourishing.

### Hopeful Faculty

We prize faculty who believe resiliently, optimistically, and with good humor in the students' and faculty's collective ability to grow and learn; know their discipline and practice, and understand character development. A faculty oriented around these principles will earn the confidence of students and create a place of purpose and fun where faculty and students want to be.

### Learning Ecosystem

Thriving communities recognize the interdependent nature of their parts. Therefore, The Frederick Gunn School is a school that champions the interdisciplinary and inter-experiential nature of life and learning - one that incorporates the outdoors, athletics, and arts, as well as academics, into everyday life.

### Moral Character Development

We are a school that nurtures Mr. Gunn's belief in character as the driving force in a life well-lived, and that character emerges through the intentional pursuit—in knowledge and practice—of what is good, right, true, sustainable, and beautiful.

### Engaged Citizens

The Frederick Gunn School is a school that, despite growing cultural apathy, cynicism, consumerism, and distraction, produces people who care deeply - who become wise, engaged, active citizens.