



The
Frederick
Gunn
School

ASSOCIATE DIRECTOR OF THE 1850 FUND

gogunn.org | Washington, CT

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 Associate Director of The 1850 Fund is an integral member of the school's fundraising team, reporting to The Director of Development Operations and working closely with the Director of Engagement, Associate Director of Next Generation Philanthropy, and fellow Associate Director of The 1850 Fund overseeing strategies to increase philanthropic support and overall engagement with alumni in class years between 1979 (44th Class) to 1999.

The Associate Director will execute a class-specific, comprehensive annual giving program, with the dual goals of increasing annual fund giving and participation in support of the school's operational needs. In addition to collaborative, personal solicitation strategies, s/he will direct teams of alumni volunteers to solicit class gifts. This is a 40+ hour per week, 12-month professional position, which requires occasional domestic travel. Excellent communication and interpersonal skills are required.

Key Responsibilities (include but are not limited to):

Annual Fund Campaign Planning and Analysis

- Working with the Director of Development Operations, organize, execute and evaluate annual giving solicitations to secure philanthropic support, including personal solicitations, targeted mailings, telephone calls, strategic use of social media and e-communications to alumni.
 - The Associate Director will rely on generational trends and fundraising data to drive strategy.
- Regularly track progress toward achieving financial and donor-related class goals and metrics.
- Frequently evaluate fundraising progress and results, and make necessary adjustments in plans as appropriate in order to achieve goals.
- Maintain appropriate records and share progress with the annual fund team and A&D staff.
- Research and explore best practices and implement new ideas to strengthen the program and increase results.

Volunteer Management

- Coordinate campaigns for individual classes, including the scheduling of volunteer meetings and teleconferences, providing information to Class Agents for screening and rating alumni, developing solicitation strategies for each class, and tracking progress on personal gift solicitations.
- Recruit, train, and manage alumni Class Agent volunteers.
- Work closely with the Director of Engagement to brainstorm engagement opportunities in an effort to cultivate future donors.
- Identify and prioritize leadership giving prospects, including personal solicitation of Founders Society gifts and working with assigned frontline fundraisers to coordinate solicitation and recruitment strategies for key prospects.
 - The Associate Director will be responsible for growing leadership giving of Gen X and millennial donors through personal solicitation of Founders Society prospects.
- Monitor progress toward class goals and adjust gift campaigns as necessary.

Additional Duties

- Assist with and participate in A&D engagement and stewardship events, as requested, both on and off of campus.
- Assist with prospect research as needed.
- Support stewardship efforts.
- Participate in Diversity, Equity, and Inclusion educational initiatives that promote an understanding of inclusion and respect for differences in others.
- Other duties as requested by the Director to meet the needs of the office and mission of the school.

Qualifications and Key Skills:

- Bachelor's degree required.
- Three years of 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, or equivalent, experience 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 as necessary and travel occasionally.

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.

Timeline:

Application materials due: 8/19

Video interviews: (confidential phase) Week of 8/22

Finalist interviews, reference checks, and campus visits as possible: Week of 9/5

Finalist announced: Week of 9/19

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.