



Title: Director of Family Giving and Engagement

Reports to: Director of Development

Schedule: 12 Months, Full time, 40 hours per week. Normal business hours are M-F, 8 a.m.-4:30 p.m. Additional hours outside of these times will be required for events and some travel.

Classification: Exempt

Date: May 2024

Salisbury School is an all-boys private boarding school in New England's Litchfield County. Our campus is located on 725 acres in northwest Connecticut, and features two main academic buildings, 10 dorm residences and several state-of-the-art athletics and arts facilities. Our all-boys boarding school is located near New York, with less than a two-hour drive from the NYC metro area. Salisbury School is also within easy distance of Boston, Albany, Hartford, Greenwich and several other major population centers in the Northeast.

Position Summary

The Director of Family Giving and Engagement is responsible for supervising the annual solicitation of current parents, grandparents, and parents of alumni and for the non-solicitation programs associated with these constituencies. The Director collaborates with the Development Team, especially the Director of Giving and Engagement, to set strategy, analyze, and review prospective donors, determine the most effective solicitation process, and manage and oversee programs and events for these constituents. (Moderate travel required.)

Primary Role and Responsibilities

- Recruit, train, support, and manage current parent volunteers, parent of alumni chairs and volunteers, and grandparent chairs. Maintain regular communication with these volunteers.
- With the assistance of the Director of Giving and Engagement, coordinate and implement an annual fund-raising plan for each assigned constituency that includes organizing an appeal timeline, identifying volunteer assignments, determining goals (dollars and participation) and targeting solicitation amounts.
- Select and organize the parent fund volunteers. Run regular reports to parent fund volunteers updating the status of their assignments.
- In coordination with the Director of Major Gifts, determine cultivation/solicitation strategies for select major gift prospects.

- Conduct annual, personal visits with current parents, grandparents, and parents of alumni donors and/or assigned prospects for cultivation, solicitation, and stewardship. These visits are in-person, by Zoom, or phone.
- Write and prepare parent newsletters and solicitation letters.
- Partner with the Assistant Head of School for Institutional Advancement on the Sixth Form Gift: committee selection, volunteer management, gift selection, and the entire process that includes organizing an appeal timeline, identifying agent assignments, determining goals (dollars and participation) and targeting solicitation amounts.
- Plan, manage and implement gatherings throughout the year including, but not limited to:
 - Parent cultivation, recognition and stewardship events
 - Area receptions
- Attend various Alumni/Development functions including, but not limited to, Grandparents Day, Fall Family Weekend, Spring Family Weekend/Reunion, Winter Classic, PACK Lunches, holiday parties, area receptions, and staff retreats.

Preferred Skills/Experience

- A bachelor's degree is preferred.
- Proven success in managing a fundraising program and experience in making direct solicitations, preferably in an independent school environment.
- Must be able to work and communicate effectively, orally and in writing, with a broad range of internal and external constituents including faculty, staff, students, parents, alumni, and friends of Salisbury School; and work independently, solve problems, handle confidential information, and navigate sensitive situations.
- Experience in event coordination and volunteer management.
- Strong organizational and planning skills, creativity and attentiveness to detail required.
- A strong belief in the mission of Salisbury School.
- Ability to work in a highly collaborative environment.

Desired Qualities

- Ability to work independently in a self-directed manner and in collaboration with others.
- Able to handle multiple projects simultaneously.
- Possesses strong attention to detail and accuracy.
- Able to work with and process information in an analytical fashion.
- Demonstrated ability to work collaboratively as part of a team.
- Demonstrated ability to use good judgment and to handle confidential information with a high level of sensitivity ensuring the privacy of donors and prospects.
- Must have good written and verbal communication skills.
- Maintains a high degree of professionalism.
- Strong customer service skills and organizational capabilities
- Superior follow-through and ability to meet deadlines and goals.

Physical Requirements:

- The physical demands listed below are representative of those that must be met by the employee to successfully perform the essential duties of the job:

- Ability to sit in a normal position for extended periods of time.
- Reaching by extending hand(s) or arm(s) in any direction
- Finger dexterity is required to manipulate objects with fingers rather than whole hand(s) or arm(s).
- Written and spoken communication skills.
- Visual acuity within normal parameters.
- Ability to perceive sounds at normal speaking levels with or without correction.
- Ability to use video display terminal.
- Requires substantial movement (motions) of wrists, hands, fingers with keyboard use.
- Ability to lift and transport up to 10 lbs. without assistance.

Additional Requirements:

- Successful completion of post-offer criminal and credit background checks.
- Work is performed on a smoke and vape (nicotine and cannabis) free campus.

Salisbury School is committed to making equal employment opportunities available to all qualified persons. In accordance with federal, state and local laws, we recruit, hire, promote and evaluate all personnel without regards to race, color, religion, age, gender, ancestry, citizen status, veteran status, physical or mental handicaps, sexual orientation, or any other factors protected by law. Candidates from historically underrepresented groups are encouraged to apply.

Candidates should send a cover letter and resume to:

M. Donecker
Director of Human Resources
mdonecker@salisburyschool.org