



# CANTERBURY SCHOOL

## **Director of Annual Giving**

Canterbury School  
New Milford, Connecticut

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### **School Overview**

Canterbury is an independent, coeducational boarding and day school for grades 9–12 and postgraduates. Founded in 1915 and set on a hilltop in New Milford, Connecticut, Canterbury combines a strong tradition of academic excellence with a commitment to nurturing intellectually curious, values-centered, well-rounded students. Within an inclusive, interfaith community guided by a Catholic heritage, students become empathetic, ethically grounded individuals who value diversity and are inspired to create a more just and compassionate world.

With approximately 330 students, the school is committed to the small boarding experience as the most comprehensive form of high school education—for day and boarding students alike. A rigorous college preparatory curriculum, robust extracurricular offerings, and engaged community life allow for growth and discovery in every dimension. The faculty and staff, at the heart of these experiences, meet students where they are and champion everything they aspire to become.



### **Opportunity**

Canterbury School seeks a highly motivated and experienced professional to serve as the Director of Annual Giving. Reporting to the Director of Development, the Director of Annual Giving will

lead the strategy, implementation, and growth of the school's annual giving program. It will play a central role in the school's philanthropic efforts.

### **Responsibilities**

- Design and implement comprehensive multi-channel solicitation campaigns for the annual giving program, incorporating strategies to acquire and retain donors.
- Lead and manage specific annual fund campaigns, including Giving Tuesday and Saints Giving Day, as part of the overall fundraising strategy.
- Manage a portfolio of mid-level alumni and parent donors to the annual fund. Travel as required to manage these relationships.
- Regularly generate and update internal annual fund reports for key stakeholders.
- Collaborate with fundraising colleagues to develop and execute strategies for engaging leadership annual fund donors.
- Oversee the donor stewardship program, identifying opportunities for enhancement to improve donor retention.
- Monitor annual fund expenditures, process invoices, and manage contracts with third-party vendors, including those for email/text communications and online giving platforms.



### **Qualifications**

- Curiosity, creativity, and a growth mindset to inspire donors and colleagues to grow the Canterbury Annual Fund.
- A bachelor's degree and five years of fundraising experience, preferably in annual giving.
- Extensive database experience with Raiser's Edge, Blackbaud NXT preferred.

- Proficiency in Google Workspace, Zoom and email marketing platforms.
- Ability to travel and attend evening and weekend events when necessary.
- Exceptional writing and communication skills.
- Demonstrated understanding of independent schools and philanthropy.
- Demonstrated initiative to multitask and meet deadlines across multiple projects.
- Ability to develop timelines and manage a budget for the annual giving program.







This description provides an overview of the role, including the key responsibilities, required qualifications, and necessary skills. It is not meant to be a comprehensive list of all current or future job duties and requirements.

The compensation and benefits package are competitive and will be commensurate with the local and national independent school market. The salary for this position is based upon several factors, including, but not limited to, the candidate's work experience, education, training, key skills, and credentials.

**Interested Persons Contact**

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*All inquiries and nominations are kept confidential.*