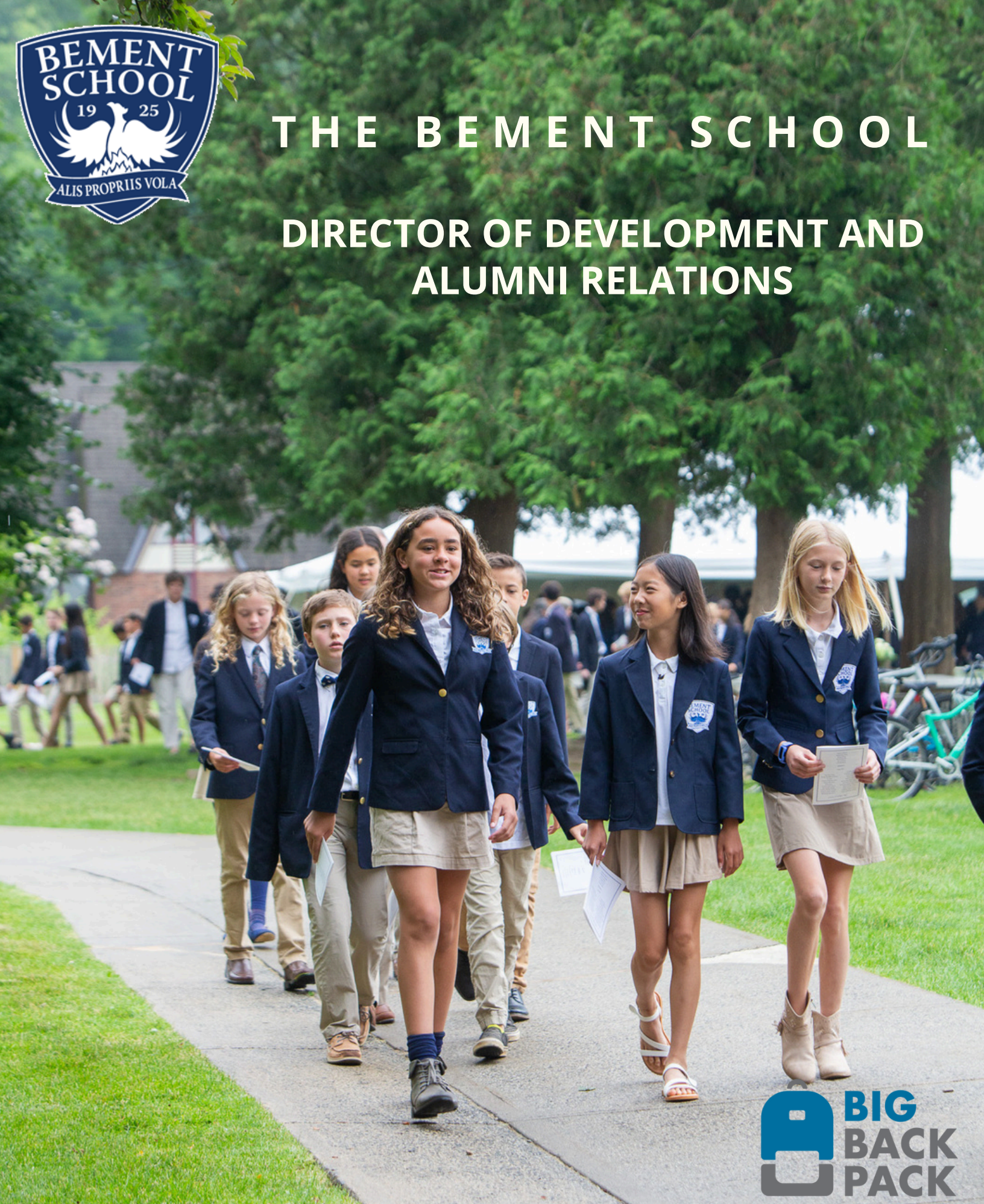




# THE BEMENT SCHOOL

## DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS





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### THE SCHOOL

The Bement School was founded in 1925 by Grace “Menty” Allan Power Bement, a tutor and drama coach deeply interested in education and women’s suffrage. Mrs. Bement moved to Deerfield in 1920 with her husband Lewis and their three children when Lewis became the president of the John Russell Cutlery Company.



The Bement School provides an education based on time-honored school traditions and values for children in kindergarten through ninth grade, day and boarding. From the classrooms to the dorms, we live and learn as a family, while encouraging responsibility for our own work and actions. Bement actively seeks an academically diverse, international, and multicultural student body. Students and adults at Bement work together to create a climate of acceptance, kindness and challenge which nurtures each child intellectually, creatively, physically, and emotionally.

The Bement School curriculum has remained responsive and fluid, and faculty continue to demonstrate unflagging devotion to their students. Bement currently maintains an enrollment of approximately 225 students, including 45 boarders, who come from many different states and countries.

### To Apply

Please email resume and cover letter to  
Tucker Hastings at





## DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS

### THE POSITION

The Director of Development and Alumni Relations is responsible for developing, implementing, and achieving the development strategy for The Bement School, which includes fundraising, family relations, alumni engagement, and donor relations.



### PRIMARY RESPONSIBILITIES

- Serve as a member of Bement's Leadership Team.
- Create, implement, and lead the annual development strategy.
- Establish short and long-range goals for funding, including planned giving.
- Produce solicitations/support materials with the intent to retain or increase the amount and value of gifts.
- Cultivate and nurture relationships with current and potential donors, including occasional domestic and international travel.
- Supervise and coordinate staff activities while maintaining donor database and paper records of contributors and donations.
- Assist in creating various communications such as *The Bement Bulletin*, *The Report of Giving*, *The Look Ahead*, and alumni publications.
- Supervise alumni relations efforts, including alumni events.
- Review significant publications with the Director of Admission before release.



## DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS

### PRIMARY RESPONSIBILITIES (CONT)

- Ensure publications and solicitations conform to The Bement Style Guide.
- Develop and manage the department's budget in concert with the Director of Finance and Operations.
- Serve as liaison for the Bement Family Association.
- Maintain quality controls for recordkeeping and reporting.
- Interface with the Business Office to maintain reporting accuracy.
- Support the Head of School in relationship development and fundraising efforts.
- Serve as convener for the Development Committee, including submitting reports to the Board of Trustees.
- Monitor environment and communications to ensure a successful parent experience.

### POSITION REQUIREMENTS

- Minimum of 7 years of administrative experience in a similar capacity, preferably with direct knowledge of independent schools.
- Bachelor's degree in a related field or additional equivalent experience.





### SKILLS AND KNOWLEDGE

- Proven management and leadership capabilities.
- Demonstrated ability to think strategically and thorough understanding of strategic development.
- Demonstrated ability to prospect, cultivate, and steward potential donors.
- Proficient at using computers, including the Google Suite and the Internet.
- Excellent written and verbal communication skills with demonstrated attention to detail.
- Experience and judgment to plan and accomplish goals.
- Strong organizational skills for multi-tasking and prioritizing responsibilities and strong problem-solving skills.
- Must be able to work independently on multiple projects simultaneously and work well under limited time constraints.





### ADDITIONAL REQUIREMENTS

- Successfully complete a criminal background check.
- Strong interpersonal skills with the ability to develop and maintain collegial relationships.
- Demonstrated commitment to diversity and inclusivity and to serving the needs of a diverse and inclusive community with diplomacy and tact.
- Positive attitude with a proven ability to maintain confidentiality.
- Regular and consistent attendance and punctuality is required and a condition of employment.
- A valid passport and willingness and ability to occasionally travel domestically and internationally.
- All faculty and staff must occasionally perform different duties during special events.





### WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

*The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. This job description reflects the administration's assignment of essential functions, and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time.*

Bement is an Equal Opportunity Employer, and candidates who represent diversity for the school are strongly encouraged to apply.





### OPPORTUNITIES

**Enhancing Organizational Effectiveness:** The Director will play a critical role in refining systems and processes to maximize the effectiveness of Bement's advancement office and capital campaign. By streamlining workflows and strategically using data, he/she will help boost both operational efficiency and fundraising outcomes.

**Innovative Donor Engagement:** Deepening engagement with Bement's existing donor base (international and domestic) while identifying new prospects is essential. The Director will be challenged to bring creativity to donor cultivation, expanding and strengthening Bement's supporter network.

**Leveraging Bement's Alumni Community:** By reengaging the Bement alumni community, the Director can help increase support for Bement's mission and broaden its impact.

**Team Development:** The Director must build trust within a talented senior admin team and contribute to a supportive environment where each member feels empowered, supported, and inspired to advance the school's mission and vision.

**Campaign Strategy and Execution:** The Director will lead Bement's Second Century Campaign strategy, coordinating planning and logistics to ensure efficient execution. This includes thoughtful donor engagement, timeline management, and aligning resources for immediate and long-term goals.





## DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS

### Salary and Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health and life/disability insurance, retirement plan with employer match, and tuition remission.
- Relocation expense allowance if applicable.



**Anticipated Start Date:** This position is scheduled for a start date of Spring, 2025, or as soon as possible thereafter.

*Applications will be considered until the position has been filled.*





## DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS

Interested and qualified candidates should electronically submit in a single email, but as separate PDF documents, the following materials:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

**All materials should be sent via email to:**

**Tucker Hastings**  
**Senior Search Consultant**  
**Big Back Pack LLC**  
**[tucker@bigbackpack.org](mailto:tucker@bigbackpack.org)**  
**(617) 653-0844**

