



PHILANTHROPY OFFICER

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, who was himself a prominent abolitionist and progressive educator, 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.

Summary

The Frederick Gunn School seeks an energetic, strategic, and relationship-driven Philanthropy Officer to join a high-performing and joyful Advancement team responsible for raising between \$6–10 million annually. The Philanthropy Officer will manage a portfolio of alumni, parents, and friends with the capacity to make gifts ranging from \$10,000 to \$100,000, and will play a key role in strengthening donor participation at all levels.

This position is ideal for a motivated, collegial professional who thrives on meaningful, in-person engagement, enjoys frequent travel, domestic and international, and can balance independent work with strong collaboration across a dynamic team. The position reports to Melissa Remley '87, Gunn's Director of Principal and Leadership Gifts.

Responsibilities

- Manage a personal portfolio of approximately 250+ prospects, focused primarily on

- alumni and parents across domestic and international regions.
- Conduct a minimum of 100 meaningful, in-person visits annually with the goal of soliciting and closing four- and five-figure gifts, and increasing participation among other assigned prospects in support of school priorities.
- Partner with Advancement colleagues to strengthen donor participation across all constituencies.
- Build and maintain a robust pipeline of leadership-level annual donors, helping individuals align their philanthropic goals with the mission and strategic priorities of The Frederick Gunn School.
- Use prospect research tools to identify, qualify, and verify the philanthropic capacity of existing and potential donors.
- Maintain timely and accurate documentation of all contacts, strategies, and outcomes in the advancement database.
- Represent The Frederick Gunn School at on-campus and off-campus events, including regional receptions and community gatherings.
- Contribute to a collaborative, results-oriented, and supportive culture within the Advancement Office.
- Seek ongoing opportunities to improve processes, systems, and donor engagement strategies.
- Adhere to all School policies as outlined in the Employee Handbook.
- Perform additional duties as assigned.

Qualifications

- Bachelor's degree preferred.
- Previous professional experience in advancement, sales, or business development preferred.
- Strong interpersonal, written, and verbal communication skills.
- Willingness to travel frequently and work occasional evenings and weekends.
- Self-motivated, detail-oriented, and capable of working both independently and collaboratively.
- Familiarity with fundraising databases (such as Raiser's Edge or other CRM systems) and research tools preferred.

To Apply

This position is a 12-month, full-time, non-exempt opening, paid on a salary basis. Compensation is competitive, and the employment package includes excellent benefits, including outstanding health and dental coverage and a retirement plan. To apply, please complete our [online application](#) and upload a cover letter—including the response to the below prompt, resume, and three professional references (references will not be contacted without notifying you). Application materials are being accepted now, and qualified applicants will be invited to interview on a rolling basis.

Application Prompt:

In your cover letter, please share what motivates you about relationship-based fundraising and why the Philanthropy Officer role at The Frederick Gunn School aligns with the kind of work you find most meaningful.

We invite you to describe a professional or personal moment that sparked your interest in

advancement or relationship-development work, and how that experience shapes your enthusiasm for this role.

Please also address what you find most energizing about managing a donor portfolio and building in-person relationships, and how those strengths would guide your work here.

Finally, because this role requires significant travel and a high degree of independent initiative, please describe why this style of work appeals to you and how you stay motivated and organized in similar environments.

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.