



**Position Announcement
Middlesex School
Office of Alumni and Development**

Associate Director of Stewardship and Advancement Communication

Founded in 1901 in Concord, Massachusetts, Middlesex School is a non-sectarian, coeducational, college-preparatory residential secondary school of 405 students. For more information on the school, please consult our website: www.mxschool.edu.

Middlesex has a long history of significant financial support from alumni, parents, friends, and foundations. With a growing network of alumni steadily increasing in size and engagement, the school benefits from our constituents' loyalty, connection, and generosity. Middlesex School seeks an experienced professional to lead our on-going donor recognition and stewardship efforts. The Associate Director of Stewardship and Advancement Communication who will report to the Directors of Development and Advancement and coordinate all members of the Alumni/Development team to develop and optimize the communication with our constituents and donors including how we acknowledge and cultivate relationships. Preference will be given to candidates who have additional experience in volunteer management; facility with technology; strong writing skills; an understanding of independent schools; and an interest in participating in the life of the school, which may include coaching, advising, and evening/weekend supervisory duties. Willingness to participate with enthusiasm in the full life of a residential community is essential. This is a faculty position.

Specific responsibilities will include:

- Lead creation and production of annual fund and capital marketing pieces both print and electronic
- Lead in planning and implementation of marketing efforts and events related to the cultivation, solicitation, and stewardship of leadership annual fund and capital donors
- Manage our stewardship program, including endowed fund notification and our leadership gift recognition programs
- Managing the production of the Annual Report
- Prepare fundraising materials including individual proposals, solicitation letters, and campaign publications including newsletters and electronic communications
- Identify prospects using research methods
- Recruit and support volunteer leaders like Class Agents and Reunion Class committees
- Provide leadership in the facilitation of relationships between leadership prospects and the Head of School, trustees, and other volunteer leaders
- Maintain complete and timely records of contacts with prospects and volunteers
- Work with our Data Quality Manager and front-line fundraisers to maintain our prospect tracking system
- Work with assigned reunion classes on planning and executing reunions

- Work with Director of the Annual Fund on communications for annual Giving Day
- Participate as necessary in the activities of the Alumni and Development Office

Qualifications

Candidates should have:

- Five years of communication and/or development experience
- Prior experience with high-net-worth individuals
- History of successful work with trustees and volunteers
- Superb organizational, interpersonal, and written and organizational skills
- Willingness to travel as needed
- Proven ability to work autonomously as well as collaboratively
- Ability to manage multiple projects in a fast-paced environment
- Strong results-orientation
- Familiarity with independent schools
- Bachelor's degree

Please email a cover letter expressing your qualifications for the position and interest to Middlesex School attention Cheryl Steele at careers@mxschool.edu. List Associate Director of Stewardship and Advancement Communications in the subject line. The email should contain a cover letter, current resume and three professional references as a single pdf attachment. Materials will be accepted until September 4, 2021.

Middlesex School is committed to cultivating and sustaining a community that embraces difference, practices inclusivity, and requires cultural respect and awareness. Middlesex School is an Equal Opportunity Employer.