



**Cambridge School of Weston
Director of Annual Giving & Parent Relations
Weston, MA**

The Cambridge School of Weston (www.csw.org) is a progressive, coeducational day and boarding community for grades 9-12. The school enrolls a talented and diverse student body interested in student-centered education and committed to social involvement. The approximately 325 students come from 14 states and 13 countries. The Module System forms the basis of the educational program and emphasis is placed on developing the skills and critical thinking necessary to explore disciplines in depth, to analyze and synthesize information, and to formulate new theories and innovative ideas.

The Position

The Director of Annual Giving and Parent Relations is a senior member of the development staff at CSW, reporting directly to the Director of Development. He/she manages all the school's annual fund programs and is the school's liaison with the Parents' Association for development functions. He/she is responsible for developing the annual fund marketing plan for the department and has a collaborative working relationship with the Director of Alumni Relations. He/she staffs the school's Parent Council, Parent Fund volunteers and parent benefit leaders.

CSW has enjoyed good fund raising success under the leadership of a respected head of school and a committed board of trustees. This is best evidenced by the recently completed successful \$20M capital campaign and the achievement of this year's annual fund goal of \$750,000.

Qualifications

The successful candidate will be a highly motivated individual who:

- Has excellent verbal and written communication skills
- Has an ability to articulate CSW's mission and vision
- Possesses the capacity to deal effectively with a wide range of people
- Shows initiative and has entrepreneurial skills
- Demonstrates a sense of humor and a collegial attitude
- Has strong organizational skills with the ability to manage several fundraising efforts simultaneously
- Is technologically proficient (a working knowledge of *Raiser's Edge* would be a plus)
- Is interested and effective in collaborating with colleagues

The ideal candidate will have development or other experience, preferably in education or an independent school setting and a demonstrated interest in not only fundraising, but becoming an important member of a progressive, creative school community. He/she will be articulate, intelligent and a good listener – a person who is excited about ideas and bringing ideas to realization.

Interested candidates should send a letter of interest and resume to:

Jay MacMullan or Bill Lyons

Independent Thinking

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617-332-3131 (p)

The Cambridge School of Weston does not discriminate on the basis of race, color, religion, sexual orientation, or ethnic or national origin. We are an equal opportunity employer and we encourage candidates who will increase our diversity to apply.