



**Cambridge School of Weston  
Director of Major Gifts  
Weston, MA**

The Cambridge School of Weston ([www.csw.org](http://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 Cambridge School of Weston seeks a development professional who will be energized by the opportunity to make a positive difference at this vibrant school. Reporting to the Director of Development, the Director of Major Gifts will have a record of accomplishments in major gift prospect management and solicitation, along with an understanding of gift planning concepts.

Having completed a highly successful \$20M capital campaign in June 2009, CSW is now looking to renew its focus on major gifts, in annual giving, parent giving programs, and through special project fundraising. Prior experience with major gifts is essential. This is an opportunity to work with a loyal constituency of alumni/ae, parents and trustees, while joining an entrepreneurial team. Candidates must have the interpersonal capabilities to collaborate with development and communications staff as well as faculty leadership and other volunteers throughout the school. The ideal candidate will understand the nature of a progressive school and bring creativity and an entrepreneurial attitude and spirit to the work.

**Qualifications**

The Senior Major Gifts Officer will have a track record as a fund-raiser and relationship builder, preferably in an educational environment. Additionally the successful candidate will have:

- Direct experience in personally closing gifts
- Excellent oral and written communication skills
- An ability to enthusiastically embrace and articulate CSW's mission and vision
- A capacity to deal effectively with a wide range of individuals and groups
- A commitment to working as a member of a team

- An ability to work at all levels of the development operation, inspiring and promoting relationships with past and present parents, alums and faculty and staff
- The ability to take initiative and to think and act strategically, managing both the big picture and the small details
- Knowledge of and comfort with technology (*Raiser's Edge* would be a plus)
- Strong organizational skills
- A willingness to travel
- A sense of humor

The ideal candidate will have 5-10 years experience in development, preferably in an independent school, college or university setting and a demonstrated interest in not only fundraising, but becoming an important member of a progressive, creative school community. He/she will combine strong development experience with a dedication to The Cambridge School of Weston's mission. 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.*