



**The Meadowbrook School
Weston, MA
Director of Development**

The Meadowbrook School (www.meadowbrook-ma.org), a co-ed, independent school enrolling 305 students in Grades Junior Kindergarten through Eight, seeks an experienced, results-oriented, collaborative development professional to lead the school's high-performing development program as Director of Development.

Over the past 15 years, Meadowbrook has dramatically enhanced its development program, growing the Annual Fund from \$125,000 to more than \$1,000,000 this year and successfully completing three capital campaigns between 1997 and 2010 that raised \$2 million, \$13 million and \$18 million respectively. Meadowbrook's advancement, communications and marketing efforts have expanded significantly and reflect the strength of the school and the expectations of a sophisticated parent and alumni constituency.

Responsibilities

The director will be responsible for overseeing all aspects of the school's development program. Major responsibilities include:

- Designing giving strategy and solicitation of all constituencies
- Helping to identify, recruit and train key Annual Fund chairs and volunteers
- Designing and implementing a sustainable major donor outreach program
- Personally and effectively identifying, cultivating, and securing major gifts
- Supporting, managing and working in partnership with colleagues
- Developing effective relationships with trustees, volunteers, donors, prospects, administrators, faculty and staff
- Articulating Meadowbrook's mission and culture with passion and persuasion; understanding and supporting the short and long-term goals, history, and traditions
- Serving as a member of the administrative team

The Position

The Director of Development will work in partnership with a forward-thinking, long-term Head of School, a committed Board of Trustees, the senior administrative team, enthusiastic parent volunteers, and a vibrant faculty. She or he will lead a development team that includes an Associate Director of Development and Parent Relations, Director of Communications, and Director of Alumni Affairs. The Director of Development will provide leadership, strategic

direction and support for the full range of advancement activities that include fund raising, parent and alumni relations, publications and communications.

Meadowbrook's next Director of Development will have the opportunity to join the school as it begins to implement a recently completed strategic plan. This person will be a strategic thinker with an entrepreneurial nature, and he or she will be excited to partner with the head of school in advancing the school's mission and needs.

The director will have a proven track record as a major fund-raiser, relationship builder and manager, preferably in an educational environment. Additionally, the successful candidate will possess:

- The ability to think and act strategically and communicate effectively as a speaker and writer
- A successful track record in development, including cultivating and stewarding donors, managing a capital campaign, major gifts solicitation and all aspects of annual giving
- The ability to inspire, partner with and manage staff and volunteers, delegating effectively
- An ability to generate confidence, excitement, and energy
- Strong organizational skills
- Proven expertise in the use of technology and contact management data base
- Creativity, an entrepreneurial spirit, intelligence, flexibility and a sense of humor.

Meadowbrook's next director of development will be an individual who will thrive in this highly energized school community, with the personality and flexibility that enables interacting joyfully with first graders and efficiently running meetings with busy professionals. The ideal candidate will function best in a collaborative setting as a team player and will embody the same blend of personal and leadership qualities that are already evident among staff members and administrators: compassion, enthusiasm, engagement and clear-headedness.

To Apply

All inquiries will be treated confidentially. Interested candidates should submit electronically a letter of interest and resume to:

Jane Foote or Bill Lyons, Managing Partners

Independent Thinking

it@independent-thinking.com

(P) 617-332-3131

The Meadowbrook School does not discriminate on the basis of race, color, religion, sexual orientation, national and ethnic origin in administration of its educational and employment policies.