



POSITION AVAILABLE  
**Development Associate**  
THE PUTNEY SCHOOL

The Putney School is seeking a full-time **Development Associate** to begin work as soon as possible. This role presents an exciting opportunity for a creative and collaborative life-long learner with proven fundraising expertise to make a significant impact on the success of The Putney School's most ambitious campaign and fundraising goals to date. This position encompasses a variety of responsibilities that support all facets of the Development Department's efforts.

**About The Putney School:** Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

**Responsibilities:**

- Work in collaboration with the Director of Development and the rest of the Development Team to create an annual strategic plan, and longer-term campaign plan, for realizing institutional development goals.
- Analyze bulk constituent data and produce recommendations for strategic cultivation and solicitation planning.
- Conduct constituent research and provide donor profiles.
- Successfully manage a portfolio of donor prospects (25-40) through the donor cycle by building meaningful constituent relationships, maintaining clear and responsive communication, meeting metrics, traveling regionally to engage prospects, and timely recording of data and contact reports.
- Maintain in-depth knowledge of current fundraising trends and best practices while serving as an eloquent spokesperson for Putney's fundraising goals by cultivating and closing gifts for the campaign, Annual Fund, as well as securing planned gifts.
- Be open to taking on special projects and supporting on- and off-campus events including occasional weekend and evening work.
- Depending on skills, possible elements of this job could include helping with the design and production of development materials in line with The Putney School brand and managing Annual Fund appeals.
- Partner with a diverse range of stakeholders, volunteers, and colleagues to support Putney's mission and strategic goals.

**Benefits:**

- Competitive compensation depending on experience.
- Health benefits, life and disability insurance, paid vacation, and 403(b) retirement plan contributions.
- Annual professional development opportunities.



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**Qualifications:**

- Possess 3-5 years of experience working with non-profit organizations, particularly those with diverse and widespread constituencies (preferably in development), with a proven track record in fundraising.
- Possess inspiring communication skills (both written and oral) with the ability to connect to a variety of audiences in a clear, succinct, and persuasive way.
- Be a resourceful, goal-oriented individual with a strong work ethic and a high degree of creativity, integrity, flexibility, focus, discretion, sound judgment, and respect for confidentiality and data security.
- Work cooperatively and collaboratively with others and be willing to accept direction and feedback when appropriate.
- Experience with, and/or be willing to learn current technologies that include Blackbaud's Raiser's Edge; Microsoft Office's Excel and Word; Google's Drive, Docs, and Sheets; and more.
- Possess a valid driver's license, successfully pass a criminal and sexual offender background check, and be authorized to work in the United States.

Since this role involves building trust and authentic relationships with our community, we seek candidates who align with The Putney School's [Fundamental Beliefs](#); prioritize diversity, equity, inclusion, justice, and belonging; and are enthusiastic about contributing to our mission.

**How to Apply:**

- Please submit a cover letter and resume via email to [employment@putneyschool.org](mailto:employment@putneyschool.org). We will continue reviewing applications until the position is filled.