



Opening: Asst./Assoc. Director of Development

Reporting to: Chief Advancement Officer
Hours: M-F, 8:00 a.m.–4:00 p.m., 12 months
Start Date: July 1

ABOUT US

The Kingsley Montessori School's mission is to engage the mind, hands, and heart of each child to nurture resilient explorers, confident learners, and empathetic citizens.

Located in the heart of Boston's Back Bay, Kingsley is an independent day school guided by a unique blend of Montessori philosophy and innovative programming. Kingsley offers an educational program tailored to the talents, curiosity, and growth of each student. We are committed to the health of our students and have put in place rigorous safety measures to operate in person. Our progressive, inquiry-based programs cultivate students' social and academic development and prepare them to advance successfully to top public and independent middle schools. Our program's commitment to knowing every child and to partnering with parents propels students to access their potential.

THE POSITION

After a record-setting year in which the Kingsley community redefined what we can accomplish together, the Assistant/Associate Director of Development will build upon our successes to propel the School's mission. Reporting to and working closely with the Chief Advancement Officer, this colleague will have operational oversight of Kingsley development activities, including the Annual Fund; Advancement events; and volunteer partnerships. The ideal candidate is a strategic, highly-organized, and deadline-driven project manager with strong relationship skills who will turn great ideas into game-changing initiatives. This energetic facilitator will bring a start-up mentality to our shared work, enthusiastically partnering with staff, faculty, and families to fulfill our School community's shared purpose. They will play a critical role on a collaborative and aspirational Advancement team, sustaining excellence and elevating impact to help Kingsley nurture the limitless potential of every student.

The Advancement Team embraces the School's values of diversity, equity, inclusion, belonging, and respect for all community members.

PRIMARY DUTIES

- Fundraising

- Develop, implement, and manage the Annual Fund and other fundraising activities. Draft appeals, acknowledgements, pledge reminders, and other communications. Oversee One Kingsley Giving Day.
- Help craft and execute a multi-year plan for increasing alumni and Grandfriend engagement and enhancing our connectivity with all stakeholders.
- Partner with the Director of Marketing & Communications to elevate development communications in alignment with our school's strengths and aspirations.
- Events Management
 - In consultation with the Chief Advancement Officer and our Events Committee, act as project manager for Development and Advancement events, including future incarnations of this year's smash-hit financial aid benefit.
 - Author event action plans and briefings; assign and coordinate duties across the Advancement Team and beyond.
 - Demonstrate the highest standards of professionalism, organization, coordination, strategic planning, and follow-through.
- Volunteer Partnership
 - With guidance from the Chief Advancement Officer, administratively support Development and Events Committee members as vital collaborators.
 - Build on our nascent grandparent and alumni parent volunteer program; expand to closer work with alumni, faculty and staff, and students.

ADDITIONAL DUTIES

- Record contact reports and other data in Raiser's Edge/RENXT and provide backup database support.
- Provide content for our Community Bulletin, social media platforms, and website.
- Support the Chief Advancement Officer in conceiving of and carrying out special projects, including planned giving and future capital campaign activities.
- Execute other duties as assigned by the Chief Advancement Officer.

REQUIREMENTS

- Bachelor's degree required.
- Development or relevant experience: 3-5 years for Assistant Director or 5-7 years for Associate Director.
- Tech savvy; proficient or ready to attain proficiency with Blackbaud's RENEXT and Raiser's Edge or similar (training available); Greater Giving or similar; Google Suite, Microsoft Office, Mailchimp, and Asana.
- Enthusiasm for sustaining a positive and mission-motivated team culture built on open communication, teachability, accountability, and a customer service mindset.
- Extremely organized and detail-oriented with outstanding written and verbal communication skills.

BENEFITS

- 403b plan
- Comprehensive Health, Dental, Vision and Life Insurance Coverage

- Flexible Spending Account offered to all employees (FSA)
- Extensive, professional development opportunities, including Montessori training
- Qualified transportation program
- Tuition reimbursement for eligible employees seeking Montessori certification
- Kingsley tuition remission of up to 50% for eligible children of full-time employees

Kingsley Montessori School values and celebrates diversity because it makes us a better employer, builds a stronger school community, develops a sense of collaboration, and encourages mutual respect and broader thinking. We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

TO APPLY

Interested candidates should email a cover letter and resume* to Hilary Gillcrist, Associate Director of Operations & Senior Administrative Assistant to working@kingsley.org.

***Electronic file names must be in the following format:**

- FirstName LastName CoverLetter Year
- FirstName LastName Resume Year