



**Falmouth Academy**  
**7 Highfield Drive**  
**Falmouth, MA 02540-2345**  
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## **EMPLOYMENT OPPORTUNITY AT FALMOUTH ACADEMY**

**Job Title: Full Time Director of Development**  
**FLSA Classification: Exempt**  
**Responsible to: Head of School**  
**Last Modified: April 2023**

### **Position Summary:**

Falmouth Academy seeks an experienced, accomplished development professional to join a dynamic, dedicated team of educators. An independent school serving students in grades 7-12, Falmouth Academy strives to be the standard for educational excellence in southern New England. Inspired by the teaching excellence of its faculty, the impressive professional accomplishments of its alumni, and a long-standing reputation for academic achievement, we prepare students to become lifelong learners and engaged and responsible citizens who are ready and eager to meet the challenges of the future.

The Director of Development is a member of the senior leadership team and reports to the Head of School. This person is the school's chief fundraising strategist who works closely with the Head of School, the Board of Trustees, the development team, alumni, community members and volunteers to engage donors, build resources, and enhance the culture of philanthropy at Falmouth Academy. The Director of Development is responsible for designing and implementing multi-year giving, cultivation, stewardship and communications programs that optimize philanthropy in support of the school and its programs.

### **Specific responsibilities include, but are not limited to:**

- Establishing and executing forward-thinking development/advancement and strategic programs that optimally grow annual, major, and capital campaigns, as well as legacy/planned giving opportunities.
- Managing the \$8M "Forward to Fifty" Comprehensive Campaign, launched in January 2023.
- Managing all aspects of fundraising at Falmouth Academy, including soliciting major and campaign donors and prospects, leading the annual giving program, guiding the capital

campaign, preparing corporate and foundation proposals; overseeing prospect research, supporting and building the alumni association, staffing the Development and Committee on Trustees Board Committees, building public and community relations programs, and organizing special development and public outreach events.

- Overseeing school-wide communications and public outreach efforts including branding, magazine and newsletter production, social media, website development, community relations initiatives/events, and development- and admission-related collateral in collaboration with the advancement team, which includes the Director of Admission, Director of Communications and Director of Alumni & Parent Relations.
- Strengthening relationships with alumni and further developing alumni programming.
- Cultivating and soliciting personally a portfolio of major/leadership donors.
- Managing and leading an office of three staff members: the Director of Alumni & Parent Relations, the Associate Director of Operations and Annual Giving, and the Director of Communications.
- Managing Development, Campaign, Special Event and Communications budgets.
- Supporting volunteer committees (Campaign Cabinet, Community Council, Trustee Committees as assigned, and others) by preparing agendas, minutes, presentations, reports, and briefings.
- Writing and/or editing all appeals, annual reports, VIP letters, Campaign brochures, magazine articles, etc.

**The characteristics FA seeks most:**

- Exemplary fundraising and marketing/communications experience at a non-profit institution (independent school experience a plus).
- Demonstrated track-record of creating and executing successful annual giving campaigns; securing major, leadership and planned gifts; overseeing communications/marketing efforts, and developing public outreach programming.
- Demonstrated history of successful capital campaign management.
- Demonstrated success at closing leadership (six to seven-figure) gifts.
- Excellent constituent relations experience, including volunteer and alumni engagement.
- Exceptional management skills that build ownership and coalesce the team around a culture of joyful and spirited fundraising.
- Strong written and verbal communications skills.

- Experience with a fundraising database/platform: Raiser’s Edge preferred.
- Team player willing to step in and support in various capacities as needed.
- Solid communication, interpersonal, relationship-building skills.

**Qualifications:**

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**Salary:** Falmouth Academy offers a competitive salary commensurate with experience and a strong benefits package.

**Start Date:** January 2, 2024 (or as early as September 5, 2023)

**Physical Requirements and Work Environment:**

- May work at a desk and computer for extended periods of time.
- Ability to be mobile in a multi-story building.
- Be able to occasionally lift up to 15 lbs.
- Work primarily in a traditional climate-controlled office environment.
- Work intermittently in outside weather conditions, including extreme heat and cold.
- Weekend and evening work may be required on occasion.

**How to Apply:**

Applicants should complete the [Online Application](#) and submit to [mgreen@falmouthacademy.org](mailto:mgreen@falmouthacademy.org) a cover letter, resume, and list of professional references.

Mr. Matthew Green  
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Falmouth Academy  
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Falmouth, MA 02540