



**Title: Development Associate**

Status: Full-time, 12 month, in person position

Schedule: Monday - Friday, 8:00 AM - 4:30 PM (Summer hours modified)

Start Date: As soon as possible

Reports To: Director of Development (Director of the Brookwood Fund and Community Engagement in the interim)

About Brookwood School:

Brookwood is an Early Childhood through Grade 8 independent school of 300 students located on a beautiful 30-acre wooded campus in Manchester, MA on the coast of the North Shore of Boston. At Brookwood, kids come first—not the test, not trophies, not to-do lists. We know how kids learn best. Every day, we use our expertise to challenge kids intellectually and ensure they feel valued. Because when kids skip down hallways, learn with curiosity, think deeply and take risks, they confidently walk into whatever's next. Our rigorous academic program helps kids become innovative creators, ethical leaders, contributing citizens and lifelong learners.

Position Summary:

The Development Associate plays a key role in supporting all areas of the Development Office operations at Brookwood School, which include major gifts, annual fund, alumni relations, and corporate and foundation relations and community engagement. This position is primarily responsible for database management, development reporting, gift processing, data integrity, event management, and administrative duties. This position reports to and receives direction from the Director of Development with significant interaction with The Director of The Brookwood Fund and Community Engagement.

Primary Job Responsibilities:

- Support all aspects of Brookwood School's fundraising and community engagement initiatives
- Regularly manage updates to constituent database (Veracross) and constant contact mailing lists to ensure all contacts are properly moved through the development process and coded appropriately
- Responsible for data entry, data output and training in the fundraising database.
- Manage gift acknowledgement process and produce and maintain organization of donor letters on a weekly basis
- Continuously improve the quality of donor data
- Prepare data for communications, solicitations, invitations, etc. for Development staff and for other departments as needed
- Provide support for development and school-wide special event logistics and management, including set up & break down, attendance tracking, collation of materials, and event reconciliation



- Support Development and school-wide general administrative tasks and coverage as needed, including front office receptionist
- Ability to work a flexible schedule, including evenings or weekends for school-wide activities as needed
- Other duties as required and assigned

The successful applicant will have:

- Bachelor's degree or equivalent
- Donor data management within a non-profit setting experience preferred with a willingness and ability to learn Veracross
- Exceptional people skills with an attention to customer service
- Excellent written, verbal communication and strong organizational skills; sharp attention to detail
- A high level of professionalism with a strong commitment to maintaining confidentiality and a high degree of accuracy in donor records
- Ability to take initiative with projects to work both independently and with a diverse team
- Experience with annual fund/direct mail and alumni programming
- Proficiency in Word, Excel, PowerPoint, and Google Suite
- Promote an 'All hands on deck' attitude

How to Apply:

Interested candidates should email a cover letter and resume to Alicia Drury, receptionist, at [adrury@brookwood.edu](mailto:adrury@brookwood.edu).

*Brookwood School is a non-denominational independent school in Manchester, Massachusetts serving students in Early Childhood through Grade Eight. 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, gender identity, sexual orientation, and other characteristics protected by law. We encourage those who may add to the diversity of our community to apply, including people of color, LGBTQ educators, or educators from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.*

Please note: Employment is dependent on completing a background and fingerprint check.