



WARING SCHOOL

DIRECTOR OF DEVELOPMENT

POSITION DESCRIPTION 2026-2027



Waring_{school}

Director of Development

Full-Time, reports to the Head of School

About Waring School

Waring School is a co-educational, college preparatory day school for grades 6–12 in Beverly, Massachusetts, serving approximately 170 students. Our mission is *to create and sustain a community of lifelong learners working together for the individual and common good*. At Waring, teaching and learning are rooted in the liberal arts and in lived experience—discussion-based, relational, and grounded in curiosity, creativity, and authentic voice.

Position Summary

Waring School seeks a **Director of Development** to lead and grow a dynamic, mission-aligned fundraising program at a pivotal moment in the school's evolution. Reporting to the Head of School and partnering closely with the Board of Trustees, the Director of Development will build a strong and sustainable culture of philanthropy across the community—aligning fundraising efforts with the school's values, strengthening relationships with donors, and increasing both participation and long-term support. This is a highly relational and strategic role: equal parts storyteller, fundraiser, and community builder. The Director will lead all aspects of development, including annual giving, major gifts, stewardship, alumni engagement, and advancement systems, while helping position Waring for future campaign success.

Key Responsibilities

Development Leadership & Strategy

- Lead and execute a comprehensive development program aligned with Waring's mission and strategic priorities
- Partner with the Head of School to expand major gift fundraising, including identifying, cultivating, soliciting, and stewarding donors
- Build and manage a strong donor pipeline with clear goals, metrics, and accountability
- Increase overall participation and broaden the base of support across parents, alumni, and friends of the school
- Lead the effort to significantly increase the annual/major giving over the next 3 years
- Help assess readiness and planning for future capital or campaign initiatives

Culture of Philanthropy

- Strengthen a culture of giving rooted in storytelling, gratitude, and connection to Waring's educational mission among faculty, board, and key stakeholders
- Integrate philanthropy into the life of the school, including events, communications, and community experiences
- Elevate donor recognition and stewardship practices to improve retention and long-term engagement

Alumni & Community Engagement

- Continue implementing a five-year alumni initiative (in its 2nd year) to build a vibrant alumni program which includes enhanced communications, alumni representatives, an active alumni association, increased alumni engagement in the work of the school, and enhanced alumni giving.
- Strengthen alumni relations through consistent communication, programming, and volunteer structures (e.g., class representatives, committees)
- Develop strategies for engaging past parents and other key constituencies
- Build pathways for long-term connection and giving

Board & Volunteer Engagement

- Partner with the Head of School and Board Development Committee to support trustee engagement in fundraising

- Help establish clear expectations, training, and support for trustees as ambassadors and donors
- Collaborate with parent volunteers and alumni leaders to deepen community involvement

Systems, Operations & Communications

- Oversee development systems and data integrity, including donor tracking, reporting, and analytics
- Establish clear dashboards and benchmarks to measure progress and inform strategy
- Collaborate with colleagues on development-related communications, ensuring consistent, mission-driven messaging
- Manage the development budget and contribute to annual goal setting and financial planning

Team & School Leadership

- Supervise and support members of the development/advancement team
- Serve as a member of the senior administrative team and an active presence in the life of the school
- Contribute to major school events and community initiatives
- Collaborate with/partner with our DEIJA leadership and school wide efforts

Qualifications

- Bachelor's degree required; advanced degree preferred
- 5+ years of relevant experience in fundraising, development, or related fields
- Demonstrated success in major gifts and annual giving, including donor cultivation and solicitation
- Experience building or strengthening a development program, including pipeline development and stewardship systems
- Ability to engage and partner effectively with a wide range of constituents, including trustees, parents, alumni, and colleagues
- Strong organizational, analytical, and communication skills
- Experience with CRM systems and fundraising data tools

Personal Qualities

- Deep alignment with Waring's mission and values
- Relationship-centered, with a genuine interest in people and community
- Strategic thinker who can translate vision into action
- Entrepreneurial, resourceful, and comfortable building systems and programs
- Collaborative, communicative, and highly professional
- Energetic and willing to engage fully in the life of a vibrant school community

Salary & Benefits

Salary is commensurate with experience. Waring offers a comprehensive benefits package, including retirement plan contribution of 12% (including employer match), health, dental, vision, and life insurance, and tuition remission for eligible children. The role includes some evening and weekend commitments for events and Board meetings.

Application Process

To apply, please submit a letter of interest and resume **no later than July 1, 2026**, to:

Tim Bakland, Head of School; positions@waringschool.org

Waring School
35 Standley Street
Beverly, MA 01915

Waring School is an Equal Opportunity Employer. We actively seek to increase the diversity of our faculty and staff and do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national or ethnic origin, disability, or other protected status.