



Bosque School, founded in 1994, is a non-profit, co-educational independent school serving approximately 380 students in grades 6-12, located in sunny, culturally dynamic, and affordable Albuquerque, New Mexico. We create transformative learning experiences that empower a diverse community of students to lead lives of intellectual curiosity, personal integrity, and compassionate contribution to a more just world. We manifest our mission through our core values of inspiring academic excellence, cultivating community, fostering integrity, and learning from place. Our dynamic, immersive, interdisciplinary learning environment challenges each student to think critically, creatively approach problems, and collaborate effectively with cultural competence. Bosque School has been voted the best private school in Albuquerque for the past four years by the Albuquerque Journal Readers' Choice Awards. Click here to experience a virtual tour of Bosque School and learn more at www.bosqueschool.org For out-of-state candidates, you can access information about relocating to Albuquerque here and view a cost of living comparison here.

JOB PURPOSE

As a dynamic and collaborative member of the Bosque School staff, the Senior Philanthropic Engagement Officer will coordinate and execute the annual giving strategy on behalf of Bosque School through the Bosque Fund. Through volunteer management and engagement strategies, the Senior Philanthropic Engagement Officer will organize "friendraising" efforts in order to cultivate community and to foster and strengthen alumni, parent/guardian, and family relationships with each other and Bosque School.



IMMEDIATE/FLEXIBLE HIRE DATE

DUTIES AND RESPONSIBILITIES

- Annual Giving
 - In partnership with the Director of Philanthropy, will oversee the Bosque (Annual) Fund messaging and strategy including direct mail, email solicitations, parent/guardian participation contest, and online giving days.
 - Solicit corporate sponsorships for annual Fall Fiesta and other fundraising events.
 - Secure match/challenge gifts for online giving days.
 - In collaboration with the rest of the Philanthropy department, develop and execute strategies to increase donor acquisition and retention in the Bosque Fund for gifts up to \$1994.
- Parent/Guardian Relations
 - Serve as the primary staff liaison for the Bosque Parents & Guardians Association (BPGA). Identify, recruit, and manage BPGA Executive Committee members and other parent/guardian volunteers.
 - Support a strategy to further engage parents/guardians and families with the school and build community, through events and communications.
 - Increase parent/guardian participation in the Bosque Fund.
- Alumni Relations
 - Under the guidance of the Director of Philanthropy, develop and manage meaningful engagement programs focused on increasing the depth and diversity of the relationships between Alumni and the school.
 - Serve as the primary staff liaison for the Alumni Council and other alumni volunteers. Identify, recruit, and manage Alumni Council members, its subcommittees, and other key volunteers.
 - In collaboration with the Philanthropy Coordinator, create and execute a plan to "locate" Bosque School alumni, collect updated contact, personal and professional information and ensure changes are reflected in Philanthropy and Communications databases.
 - Provide the Marketing and Communications team with Alumni news, updates, and information to be used in community communications and on social media channels.
 - Help grow the alumni community by creating a program that supports the transition from Bosque student to alum.
 - Support initiatives that encourage alumni to give back to their alma mater through gifts of time, talent or treasure.
- Be a collaborative member of the Philanthropy Team, helping to achieve overall departmental goals in line with the school's philanthropic priorities as outlined in the Strategic Plan.
- Represent Bosque School at outside events as appropriate to promote the advancement of the school.

- Commit to absolute confidentiality of sensitive information, as outlined in the Non-Disclosure Agreement that will be signed annually, in conjunction with the employee contract.
- Attend Staffulty meetings and professional development opportunities deemed necessary by supervisor.
- In and outside of the office, model a commitment and growth mindset towards manifesting Bosque's mission, core values, and Equity, Community and Culture Principles and Best Practices for All Employees. Demonstrate a commitment to working with culturally diverse students, families, and colleagues and contributing to building and maintaining an inclusive community.
- Collaboratively work with colleagues and administrators in support of the manifestation of our mission and values. When disagreements arise, lean into our "cultivating community" behaviors of coming together in moments of crisis and confusion, assuming positive intent, and seeking clarification.
- Acknowledge and adhere to policies and procedures outlined in the Bosque School Employee Handbook.
- Other duties as assigned by the Director of Philanthropy.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/office environment. Duties may be occasionally performed in an outdoor environment. The noise level in the work environment is usually moderate. Occasionally, employee will need to be available to work evenings and weekends as needed for department and school wide events.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HOW TO APPLY:

Bosque School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Associate Head of School Valery Galanter), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at zack@dovetailedsourcing.com. Please do not contact the school directly.

Bosque School is an equal opportunity employer and makes all employment decisions, including those related to recruitment, hiring, training, promotion, and recognition of individuals on the basis of their ability and job-related qualifications and without regard to race, gender, religion, national origin, sexual orientation, disability, or any other classification proscribed under applicable federal, state, or local law. We actively seek diversity among faculty and administration as well as among students. The school complies with the law regarding reasonable accommodations for employees with disabilities. Applicants requiring reasonable accommodation in order to participate in the application/interview process are requested to contact the School in order to arrange such accommodation.

QUALIFICATIONS

- Bachelor's degree preferred.
- This individual is a frontward facing and community focused fundraiser.
- Experience in fundraising required.
- Excellent knowledge of Google Suite; experience with Raiser's Edge or other donor databases.
- Experience in volunteer management, and event planning highly desired.
- Applicants must possess strong organizational skills and the ability to take initiative on tasks as well as to accept direction on given assignments.
- Applicant must possess excellent writing skills.
- This individual must possess creative and outside the box thinking to meet engagement and fundraising goals on an annual basis.
- Well organized and excellent communication and interpersonal skills.
- Experience and commitment to working with culturally diverse students, families, and colleagues and contributing to building and maintaining an inclusive community.
- Commitment to Bosque School's mission and values and the creation of a progressive, student-centered, inquiry-based educational model.
- Passion and skill to contribute positively to an educational environment that supports a lifelong love of learning.
- Discretion and respect for confidentiality.

