

# THE BENJAMIN SCHOOL

📍 North Palm Beach, FL



## Director of Annual and Leadership Giving

*Opportunity Statement*



**Location:**

*Palm Beach Gardens, FL*



Founded in 1960 as North Palm Beach Private School by Nancy and Marshall Benjamin, **The Benjamin School** of today is one of the nation's premier independent day schools. From Early Childhood through Upper School (grades PK3 - 12), we offer a wide range of possibilities for students across broad horizons.

With over 1,300 students enrolled on two campuses in North Palm Beach and Palm Beach Gardens, The Benjamin School offers a comprehensive experience academically, athletically and artistically. Through a wide range of courses, class trips and co-curricular clubs and sports, students learn to work both independently and collaboratively.

## *Position Summary*

### **Director of Annual and Leadership Giving**

The Benjamin School, an independent co-educational preparatory school serving students from Pre-K3 through 12th grade, is seeking a Director of Annual and Leadership Giving for its North Palm Beach campus. This role requires a relationship-driven, innovative, and goal-oriented fundraising professional with exceptional attention to detail.

The Director will oversee the daily operations of the Annual Fund and Major Gifts programs, supporting both the School's capital campaign and its expanding culture of philanthropy. Success in this position includes effectively managing and building consensus among parent volunteer committees. A strong record of cultivating donor relationships and securing major gifts, beginning at the five-figure level and higher, is essential, along with the ability to advance fresh, strategic ideas to advance the Development Department's work.



**1960**

Founded

**Grades**

PK3 - 12

**1,308**

Enrollment

**8:1**

Student/Faculty Ratio

## *Key Expectations* of all TBS employees

- Demonstrates support of the School's mission and policies
- Consistently models The Benjamin School values
- Builds positive interpersonal relationships with colleagues by establishing effective communication through listening, responsiveness, openness, availability, and approachability
- Takes initiative and ownership in displaying a positive work ethic and behaviors, and encourages this attitude in others
- Maintains proficiency in the field through personal and professional development that strengthens the role and the School

## Required Skills/Abilities

- Exceptional verbal and written communication skills
- Excellent organizational skills and attention to detail; ability to prioritize and work independently, and address several challenges simultaneously
- Possession of a pleasant and collaborative style in the workplace and with volunteers, including board members
- Knowledge of financial planning, tax and charitable gift laws, and planned giving vehicles and methods
- Well-versed in technology, various software suites, and office equipment related to the position
- Ability to maintain confidential information
- Effective managerial techniques and approaches; positive leadership style

## Education and Experience

- Bachelor's Degree required, Advanced degree or professional certification (e.g., CFRE) preferred
- 5 years of experience, preferably working at an independent school with a successful background in major gifts



# Essential Functions

## Annual Fund

- Work closely with the Chief Development Officer to set annual giving goals and priorities consistent with the School's operating needs
- Develop and implement a detailed operational action plan and calendar for the Annual Fund
- Lead and create strategy, messaging, and timing for appeals via regular mail, email, and social media in conjunction with the Chief Development Officer and Director of Communications
- Meet regularly with Annual Fund chairs
- Approves and oversees monthly Annual Fund progress reports (prepared by Development and Special Events Coordinator) sent to grade chairs, Development Committee Chairs, and Chief Development Officer
- Determine and cultivate Annual Fund volunteers in consultation with Annual Fund chairs
- Strategize and track the progress of the alumni Annual Fund campaign with the Alumni Relations Manager
- Closely coordinates the timing of all annual fund donor outreach with the Director of Special Events (for BASH)

## Major Gifts

- Manage portfolio of 100 major gifts prospects in the \$50,000 to \$250,000 range, including current parents, alumni, grandparents, and parents of alumni
- Grow current donor portfolio through moves management
- Focus on building the pool of capital campaign prospects to secure support for campus-wide priorities, including new facilities/renovations and endowments for academic programs, endowed chairs, and financial assistance
- Craft proposals, talking points, contact reports, and cultivation/stewardship correspondence as needed
- Work with the database administrator to maintain a log of campaign pledges and gifts received
- Assist the Chief Development Officer in recruiting, training, and guiding capital campaign steering committee members to conduct well-developed solicitation strategies
- Participate in development activities, including annual BASH Gala, Leadership receptions and dinners, and alumni events; attend school events like admission open houses, Grandest Friends Day, football games, etc

## Physical and Work Requirements

- We expect this person to spend a lot of time out of the office and be actively involved in major gifts work by meeting prospects where they are; Cultivation work may include some travel
- Occasional movement about the office and lift and/or move up to 15 pounds
- Ability to work in excess of 8 hours a day, as well as evening and weekend hours as necessary for events and projects
- Performs Other Duties As Assigned

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Reasonable accommodations will be made to enable individuals with disabilities to perform these essential functions.

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The Benjamin School offers a competitive salary and an outstanding benefits package, including comprehensive Medical, Dental, and Vision; AFLAC; 403(b) Retirement; Paid Time Off; Flexible Spending; Student Tuition Discounts; Educational Assistance; and School-paid Basic Life Insurance and Long-Term Disability. Additional information is available at [www.thebenjaminschool.org](http://www.thebenjaminschool.org).



If selected to advance in our hiring process, you will be required to complete both a background check and a drug screening. In accordance with state regulations, your background check will be conducted through the Florida Care Provider Background Screening Clearinghouse.

For more information about the Clearinghouse, including its purpose, FAQs, and additional resources, please visit: <https://info.flclearinghouse.com/>



## How to Apply

The Benjamin School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Juan Carlos Fanjul, Chief Development Officer), a resume, and a list of at least three professional references consolidated as a single PDF document to Alison Moore, Senior Recruiter, at [alison@dovetailedsourcing.com](mailto:alison@dovetailedsourcing.com).

*Please do not contact the school directly.*

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DFWP/EOE

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THE  
**BENJAMIN**  
SCHOOL

4875 Grandiflora Road  
Palm Beach Gardens, FL 33418



## *North Palm Beach, Florida*

Located along Florida's scenic Atlantic coastline, North Palm Beach is a charming waterfront community known for its relaxed coastal lifestyle, beautiful marinas, and lush tropical landscapes. The village offers easy access to boating, golf, and pristine beaches while maintaining a quiet, residential feel. With its proximity to upscale dining, shopping, and cultural attractions in nearby Palm Beach County, North Palm Beach combines small-town charm with the conveniences of South Florida living.

## *Highlights of North Palm Beach*

### **Waterfront Living**

Situated along the Intracoastal Waterway, North Palm Beach offers exceptional boating access, scenic marinas, and beautiful waterfront views.

### **Beautiful Nearby Beaches**

Residents enjoy quick access to pristine Atlantic beaches, including those at Juno Beach Park and John D. MacArthur Beach State Park.

### **Outdoor Recreation**

Nature lovers can enjoy kayaking, paddleboarding, hiking, and wildlife viewing at John D. MacArthur Beach State Park.

### **Access to Arts and Culture**

Nearby West Palm Beach offers a vibrant arts scene, including performances, galleries, and educational programming at venues like Kravis Center for the Performing Arts.

### **Upscale Shopping and Dining**

Just minutes away in Palm Beach Gardens, residents enjoy premier shopping and dining at destinations like The Gardens Mall.

### **Relaxed Coastal Community**

Known for its welcoming atmosphere and natural beauty, North Palm Beach offers a peaceful coastal lifestyle with easy access to parks, waterways, and year-round sunshine.