



Associate Director, NMH FUND Advancement

Full-time Opening

Northfield Mount Hermon seeks a positive and dynamic individual to help execute the strategy and activity needed to secure donations to the NMH Fund. The Associate Director is a member of the NMH Fund department and plays a key role as an internal revenue driver, responsible for helping to plan and execute the strategy and activity needed to acquire, renew, and upgrade NMH Fund donors. The Associate Director will work to cultivate, solicit, and steward annual giving prospects among our alumni, parents, and friends, and grow membership in the Loyalty Circle giving societies.

This position is not a travel position but requires critical customer service, relationship building and excellent donor relations skills. This role will have high volume activity goals for calls, emails, and digital outreach and will be measured by both activity and conversion of outreach to gift activity.

The successful applicant will have a bachelor's degree; a minimum of 3 years experience in non-profit fundraising, sales, or equivalent sector. Candidates must have superior interpersonal skills and exhibit excellent written and verbal communication skills. The ability to apply good judgment and decision making skills and maintain confidentiality is required. Proficiency with Microsoft Office and Google products preferred and experience with databases is highly desired. Additional qualifications include the ability to work collaboratively with a team, as well as being a self-starter capable of working independently. Some weekend and evening work required as well as the ability to travel, if necessary.

Applicants should have an interest in making a positive impact on the lives of adolescents. Familiarity with independent and boarding school environments strongly preferred. To apply for this position, please send or e-mail a cover letter and resume to:

Human Resources

Northfield Mount Hermon

One Lamplighter Way Mount Hermon, MA 01354

Phone: (413) 498-3229; Fax: (413) 498-3240

E-mail: hr@nmhschool.org

****Screening will begin immediately and continue until position is filled. ****

Northfield Mount Hermon is an Equal Opportunity Employer