



Groton

Boyden Executive Search Contact

Wendy Wilsker | 781.572.5703 | wwilsker@boyden.com

Beth Parsons | 617.592.0473 | bparsons@boyden.com

Position Summary

With a commitment to affordability and inclusion, Groton School, one of the nation's most prestigious boarding schools, seeks a dynamic and strategic Director of Major and Planned Giving to grow a robust philanthropic program that supports the school's mission and long-term sustainability. Reporting to the Director of Development and Alumni Affairs, the Director is responsible for identifying, cultivating, soliciting, and stewarding major and planned gift prospects, with a focus on gifts of \$100,000 and above.

This position plays a vital role in shaping the future of the institution through meaningful engagement with alumni, parents, and friends of the school, is a key member of the Development and Alumni Affairs leadership team, and an important thought partner to the Director of Development and Alumni Affairs.

Key Responsibilities

- **Major Gifts:** Sustain and grow a comprehensive major gifts program aligned with the school's strategic priorities, including capital projects, financial aid, endowed funds, and other initiatives. Partner with the Director of Development and Alumni Affairs to design and implement short- and long-term fundraising goals and strategy.
- **Planned Giving Program:** Lead and manage the school's planned giving efforts, including bequests, charitable trusts and annuities, and other legacy giving vehicles; work collaboratively with legal and financial advisors as needed.
- **Portfolio Management:** Identify, qualify, cultivate, solicit, and steward a portfolio of approximately 150 high-net-worth individuals, establishing long-term donor relationships and securing six- and seven-figure gifts. Conduct 100-120 donor meetings annually, on- and off-campus.
- **Donor Stewardship:** Ensure high-quality, personalized stewardship of major donors to deepen engagement and encourage long-term investment.
- **Data and Reporting:** Use the school's CRM (Raiser's Edge NXT) to track donor activity, generate reports, and ensure data accuracy and integrity. Create strategy briefings, correspondence, proposals, and related documents.

- **Events and Engagement:** Participate in Development and Alumni Affairs and school-wide events, both on- and off-campus, to build relationships and represent the school's philanthropic mission. Organize small, donor-based events in regional areas to cultivate and steward key donors.

Qualifications

- Bachelor's degree required.
- Minimum of 7–10 years of progressive experience in major and/or planned giving, preferably within independent schools, higher education, or complex nonprofits.
- Proven track record of securing six- and seven-figure gifts.
- Knowledge of estate planning, tax implications, and charitable gift vehicles.
- Exceptional interpersonal and communication skills; ability to inspire and build trust with a wide range of constituents.
- High level of discretion, confidentiality and integrity in dealing with sensitive donor information.
- High emotional intelligence and professional maturity.
- Willingness to travel extensively and work occasional evenings and weekends.
- Familiarity with the culture of independent boarding schools and a deep appreciation for their educational mission.

Boyden Contacts



Wendy Wilsker, Partner
wwilsker@boyden.com
M +1 781.572.5703



Beth Parsons, Principal
bparsons@boyden.com
M +1 617.592.0473

About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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