



Franklin Academy

BELONG | GROW | SUCCEED

Job Title: Associate Director of Annual Giving & Donor Engagement
Reporting Line: Dean of Advancement & Alumni Relations

School Profile

Franklin Academy is a mission-driven, college-preparatory boarding and day school serving neurodivergent students in grades 8–12 and postgraduates through an intentionally designed, skill-based educational approach. Our bright, capable, and creative students thrive in a fully immersive learning community, most of whom live on campus, where interdisciplinary academics, explicit instruction in executive functioning and self-advocacy, and a deep commitment to belonging prepare them for college and life. As Franklin approaches its 25th year, the school continues to thoughtfully evolve while honoring its relational foundation and real-world focus. The strength of Franklin lies in its people, educators, residential professionals, clinicians, and staff united by purpose-driven work and long tenures. Located on a scenic 75-acre campus along Connecticut's Connecticut River in East Haddam, adjacent to the 700-acre Chapman Pond Preserve, Franklin is an active part of the local community with convenient access to Hartford, New Haven, New York City, and Boston.

Position Overview

Franklin Academy seeks an organized, relationship-oriented, and mission-driven Associate Director of Development to help strengthen and grow the Academy's culture of philanthropy during an exciting period of institutional growth. Reporting to the Dean of Advancement & Alumni Relations, the Associate Director will play a central role in implementing Franklin's Annual Fund strategy while supporting donor stewardship, advancement operations, alumni engagement, and community fundraising initiatives. This position is ideal for a professional who enjoys building relationships, managing projects, and helping donors see the impact of their generosity. As Franklin Academy prepares to expand its advancement efforts, including growing annual giving, increasing scholarship support, strengthening alumni engagement, and preparing for future capital initiatives, the Associate Director will have the opportunity to help shape the next generation of the school's development program. This position offers exceptional professional growth for an advancement professional who is eager to develop expertise in annual giving, donor relations, advancement operations, and nonprofit fundraising within an entrepreneurial independent school environment.

Key Responsibilities

Annual Fund

Support the planning and execution of Franklin Academy's Annual Fund with the goal of increasing donor participation, strengthening donor retention, and expanding philanthropic support. Responsibilities include:

- Coordinate Annual Fund campaigns throughout the year.
- Assist in developing solicitation calendars and annual giving strategies.
- Collaborate with the Marketing and Communications Manager to draft donor appeals, email campaigns, acknowledgments, and impact stories.
- Help identify new donor segments and opportunities for increased participation.
- Track campaign performance and prepare reports on giving trends and participation.
- Support faculty, parent, alumni, and volunteer giving initiatives.
- Assist with Giving Day and other annual fundraising efforts.

Donor Stewardship & Engagement

Help ensure every donor has a meaningful and positive experience with Franklin Academy by providing timely, thoughtful, and personalized stewardship. Responsibilities include:

- Coordinate donor acknowledgments and recognition.
- Prepare stewardship reports highlighting the impact of philanthropy.
- Assist in planning donor cultivation opportunities.
- Support donor meetings through research, briefing materials, and follow-up.
- Help strengthen relationships with alumni, parents, grandparents, and friends of Franklin Academy.
- Maintain stewardship calendars and ensure consistent donor communication throughout the year.

Advancement Operations

Support the day-to-day operations of the Advancement Office by maintaining accurate records and ensuring efficient fundraising systems. Responsibilities include:

- Maintain donor and constituent records in Franklin's database.
- Coordinate gift processing and pledge tracking.
- Partner with the Business Office to reconcile gifts and produce accurate reports.
- Conduct prospect research.
- Generate reports on fundraising activity, participation, and donor engagement.
- Maintain project timelines and advancement calendars.
- Protect the confidentiality and integrity of donor information.

Alumni & Community Engagement

Support initiatives that strengthen lifelong relationships with Franklin Academy. Responsibilities include:

- Assist with alumni communications and engagement activities.
- Help coordinate alumni events and networking opportunities.
- Encourage alumni participation in annual giving and school programs.
- Assist with communications that celebrate alumni achievements and community impact.

Events & Advancement Programs

Support fundraising and community engagement events that strengthen relationships and inspire philanthropy. Responsibilities include:

- Coordinate logistics for Annual Fund events, donor receptions, alumni gatherings, and stewardship events.
- Assist with invitations, sponsorships, volunteer coordination, and event communications.
- Support fundraising activities associated with major school events.
- Represent Franklin Academy at community and advancement events as appropriate.
- Participate in occasional evening and weekend activities.

Qualifications & Experience

- Bachelor's degree required, master's degree preferred.
- A minimum of 3-4 years of experience in development, fundraising, advancement, nonprofit management, communications, alumni relations, or a related field preferred.
- Exceptional organizational and project management skills.
- Strong written and verbal communication skills.
- Excellent attention to detail and ability to manage multiple priorities.
- Experience working with fundraising or constituent databases preferred.
- Demonstrated ability to build positive relationships with a wide range of constituents.
- Commitment to confidentiality and ethical fundraising practices.

Personal & Professional Characteristics

- Believe deeply in the mission of independent education and Franklin Academy's commitment to neurodivergent learners.
- Enjoy building meaningful relationships with donors, alumni, families, and volunteers.
- Be highly organized, dependable, and proactive.
- Possess strong initiative and a willingness to learn every aspect of advancement.
- Thrive in a collaborative, entrepreneurial environment where new ideas are encouraged.
- Be excited to help build and strengthen a growing advancement program while contributing to the long-term philanthropic success of Franklin Academy.

Professional Growth Opportunity

Franklin Academy is making a significant investment in the future of its advancement program. As the Academy grows its Annual Fund, expands scholarship support, strengthens alumni engagement, and prepares for future campaign initiatives, the Associate Director will have the opportunity to grow alongside the department. This role offers meaningful exposure to all aspects of institutional advancement, including annual giving, donor stewardship, advancement operations, alumni relations, prospect research, and fundraising strategy. The successful candidate will work closely with senior advancement leadership and gain the experience necessary to advance into increasingly responsible fundraising and leadership roles over time.

Compensation & Benefits

This is a 12-month, full-time position with an anticipated start date at the earliest mutually agreeable time.

- Salary established based on education and experience.
- Access to health insurance, dental plan, and life insurance.
- Participation in a matched retirement fund (TIAA-CREF).
- Use of school facilities, including dining services when available.

How to Apply

Interested candidates should submit the following materials:

- A cover letter outlining interest in the position and relevant experience.
- A current résumé.
- Contact information for three professional references.

Application materials should be submitted electronically to **hr@fa-ct.org**. Applications will be reviewed on a rolling basis until the position is filled. **The priority deadline for initial review is Friday, August 14, 2026.**

Franklin Academy is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other protected characteristic under applicable law.