



**DANA HALL
SCHOOL**
Audacious since 1881

Boyden Executive Search Contact

Lisa Vuona | 508.320.6445 | lvuona@boyden.com

Sara Swisher-Anderson | 917.566.5881 | sswisher@boyden.com

Position Summary

Dana Hall School seeks an accomplished, relationship-driven International & Major Gifts Officer to advance the School's philanthropic priorities through strategic donor engagement and frontline fundraising. This role is responsible for managing and growing a portfolio of approximately 150 qualified international and major gift prospects, including current parents, past parents, and alumnae, with a focus on securing gifts of \$25,000 and above for the annual fund and other institutional priorities.

The International & Major Gifts Officer will cultivate meaningful relationships across a global community, re-engage alumnae in advance of the School's 150th anniversary, and develop thoughtful, audience-specific strategies that align donor interests with Dana Hall's mission and vision. The ideal candidate will bring a strong track record of major gift success, cultural fluency, excellent collaboration skills, and a deep commitment to building community and fostering inclusive practices.

Reports to: Director of Development

Key Responsibilities

- Develop and execute ambitious fundraising strategies for a portfolio of approximately 150 international and major gift prospects and donors.
- Manage prospects through the full gift cycle, including identification, qualification, cultivation, solicitation, and stewardship.
- Secure gifts of \$25,000 and above in support of the annual fund and other School priorities, with the capacity to pursue major and principal gifts.
- Build on an existing portfolio while cultivating new relationships with current and prospective donor families each year.
- Re-engage alumnae around the world, particularly in advance of Dana Hall School's upcoming 150th anniversary.
- Build strong, trust-based relationships with donors and prospects through tailored outreach, in-person meetings, events, and international travel.
- Lead and support engagement efforts for the International Parent Group, including meetings and relationship management.
- Design and implement customized cultivation, solicitation, and stewardship strategies that align donor philanthropic interests with institutional priorities.
- Adapt and refine Dana Hall messaging for international and major gift audiences, using the most effective communication channels for diverse constituencies.

- Partner closely with Advancement colleagues, senior leadership, faculty, and the Admissions Office to ensure coordinated and effective fundraising efforts.
- Maintain accurate records of donor activity, strategy, and pipeline movement using Raiser's Edge/NXT.
- Participate actively in School events, receptions, and community activities, including occasional evening and weekend responsibilities.
- Other duties as assigned.

Qualifications

- Bachelor's degree required; advanced degree preferred.
- Demonstrated success in major gift fundraising, including personally soliciting and closing gifts in the \$25,000+ range.
- Experience working with international donors or global constituencies preferred.
- Demonstrated cultural competency and the ability to work effectively across diverse international audiences and communication styles.
- Strong relationship-building, interpersonal, written, and verbal communication skills.
- Excellent organizational and project management skills, with the ability to manage multiple priorities while meeting deadlines and maintaining high-quality work.
- High level of discretion and judgement in handling sensitive and confidential information.
- Experience with CRM systems required; familiarity with Raiser's Edge/NXT strongly preferred.
- Proficiency with Microsoft Office and Google Apps.
- Second language proficiency preferred.
- Commitment to Dana Hall School's mission and values.

Personal Attributes

Successful candidates will demonstrate:

- A collaborative, team-oriented approach
- Strong initiative and sound judgement
- Exceptional attention to detail
- Flexibility and adaptability in a dynamic school environment
- A commitment to community building, belonging, equity, and inclusive practice
- The ability to develop collaborative solutions to complex challenges

Compensation:

This is a full-time position with a salary range of \$84,000-\$100,000, commensurate with experience.

Boyden Contacts**Lisa Vuona**

Managing Partner

lvuona@boyden.com

M +1 508.320.6445

**Sara Swisher-Anderson**

Principal

sswisher@boyden.com

M +1 917.566.5881

About Boyden Global Executive Search

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement, and a commitment to exceed client expectations.

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