



Boyden Executive Search Contact

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Position Summary

Dana Hall School seeks an accomplished, relationship-driven 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 major gift prospects, including current parents, past parents, and alumnae, with a focus on securing gifts of \$10,000 and above for the annual fund and other institutional priorities.

The Major Gifts Officer will cultivate meaningful relationships across the community, re-engage alumnae, 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

- Managing a portfolio of alumnae and parent donors and prospects with an emphasis on individual donor relationships, solicitations, and stewardship; conducting regular prospect meetings (4-6 per month) with the goal of qualifying and soliciting major gifts (\$10,000 +) for the Dana Fund, the endowment and other priorities in order to increase donations from the portfolio at least 10% annually
- Holding at least six planned giving conversations with prospects annually
- Collaborating with the Director of Alumnae Relations to support reunion committees in their fundraising efforts, identifying fundraising targets and class gift designations, increasing the alumnae donor participation rate each year and soliciting those who attended reunion but have not yet given
- Meeting with 15-20 new families to introduce them to the work of the department at the start of the school year
- Planning and implementing outreach and engagement efforts that focus on Young Alumnae including the annual Young Alumnae Challenge, creating its giving page and outreach strategies, resulting in increased participation annually
- Planning and conducting regular college visits to engage young alumnae
- Managing the Alumnae Instagram account, developing content, posting regularly and expanding the number of followers in collaboration with the Director of Alumnae Relations
- Within the STAR club, managing the club for seniors each year, achieving at least 90% participation by seniors in their class gift

- Developing and implementing strategies for approaching alumnae who have been designated Daughters of Wealth
- Participating and contributing with colleagues on new programs and initiatives within Advancement
- Developing timely and relevant institutional knowledge to create and implement solicitation and stewardship strategies for prospects
- Entering activity in Raiser's Edge/RE NXT and generating reports as needed
- Working collaboratively with the entire Advancement team and especially with the other front-line fundraisers as well as the Director of Alumnae Relations
- Participating in and contributing to Advancement team meetings
- Attending relevant Dana Hall events, which may include limited travel, as well as evenings and weekends, as necessary
- Other duties as assigned.

Qualifications

- Bachelor's degree required.
- Minimum of three years of fundraising and donor management experience required.
- Previous volunteer management experience required.
- Proficiency with a variety of computing systems required.
- Knowledge of data management systems and processes preferred.
- Experience with Blackbaud or other relevant fundraising database solutions preferred.
- Commitment to Dana Hall School's mission and values.

Personal Attributes

Successful candidates will demonstrate:

- Excellent customer service and relationship-management skills.
- Strong collaborative skills, with a clear team-oriented approach.
- Excellent time-management skills, with the ability to manage multiple tasks and projects simultaneously while meeting deadlines and maintaining high-quality work.
- Strong organizational skills, with exceptional attention to detail and the ability to develop effective action plans to achieve goals.
- Excellent written and verbal communication skills.
- High level of discretion and sound judgement in handling sensitive and confidential information.

Dana Hall seeks candidates who will contribute to and are committed to diversity and multicultural educational practices.

Compensation:

This is a full-time position with a salary range of \$70,000-\$85,000, commensurate with experience.

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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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