



Boyden Executive Search Contact

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Position Summary

Dana Hall School seeks an accomplished, relationship-driven Senior Development Associate 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 Senior Development Associate 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 leadership gifts (up to \$10,000) for the Dana Fund, in order to increase donations from the portfolio at least 10% annually.
- Meeting with 10-12 new families to introduce them to the work of the department at the start of the school year.
- Implementing the annual Young Alumnae Challenge, creating its giving page and outreach strategies, resulting in increased participation annually and supporting other outreach to young alumnae.
- Contacting donors who work for matching gift companies to follow up on their donations in order to secure a matching gift.
- Collaborating with the Director of Alumnae Relations and the Associate Director of the Annual Fund to support reunion committees in their fundraising efforts, by coordinating class-specific solicitations, supporting volunteers in their outreach to classmates, scheduling committee meetings, creating giving pages (GiveCampus), and helping to keep committees motivated and on track.
- With the Associate Director of the Annual Fund, working closely with parent volunteers on the Dana Fund Parent Committee and the Senior Parent Legacy Gift Fund Committee to support their outreach to other parents, managing their volunteer assignments, informing

them when donations are received, scheduling meetings, and helping to keep committee members motivated and on track.

- Within the STAR club, managing the club for seniors each year, achieving at least 90% participation by seniors in their class gift.
- Participating in follow-up solicitations at the end of the calendar year and the end of the fiscal year to LYBUNTs and SYBUNTs.
- Supporting the annual fund by coordinating logistics with the mail house, including sending and updating files and managing production timelines.
- Drafting monthly articles for Parents' Association and Alumnae newsletters, as well as creating annual endowment fund stewardship letters.
- 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/NXT and generating reports as needed.
- Working collaboratively with the entire Advancement team and especially with other front-line fundraisers as well as the Director of Alumnae Relations.
- 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.
- 1-2 years of fundraising experience required.
- Prior experience in the nonprofit sector required.
- Knowledge of data management systems and processes preferred.
- Experience with relevant Blackbaud solutions preferred.
- Demonstrated orientation toward data-informed decision-making preferred.

Personal Attributes

Successful candidates will demonstrate:

- Excellent customer service skills.
- Strong team orientation and proven ability to collaborate effectively.
- Superior time-management skills, with the ability to manage multiple tasks and projects simultaneously while meeting deadlines and maintaining high-quality work.
- Excellent organizational skills, with strong attention to detail and the ability to develop effective action plans to achieve goals.
- Strong verbal and written communication skills.
- Ability to handle sensitive and confidential matters with the utmost discretion.

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

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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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