



*Inspire and challenge.
At Belmont Day, we foster intellectual curiosity, honor differences, and empower meaningful contribution
with excellence, respect, honesty, responsibility, caring, and joy.*

Director of Development | Belmont, MA

The School

Belmont Day School is a pre-kindergarten to eighth grade independent school founded in 1927 by a group of parents committed to providing children with an excellent foundation and many opportunities for creative expression. The six values of honesty, caring, joy, responsibility, respect, and excellence permeate the culture for adults and children.

The 334 enrolled students come from over 30 communities to become young learners and leaders with the guidance, support, and high expectations of a highly skilled team of 96 adults across all roles in the school. Admissions is competitive with families attracted by the commitment to excellence, a rich interdisciplinary program, the personal touch of each interaction, and the warm, welcoming, and diverse community, supported by a consistent financial assistance commitment of more than 16% of tuition revenue.

The Opportunity

The director of development (DOD) will provide strategic and operational leadership for the development office. Reporting to the director of institutional advancement, the director of development will be a key partner to the head of school and will bring a best practices approach to fundraising, managing a staff of three professionals, and ensuring operational excellence in an independent school context. With a donor-centric, customer service approach, the DOD manages a portfolio of high-level prospects and donors, developing comprehensive annual and multi-year plans for major gifts, planned giving, annual giving, and alumni and community relations. With a committed and engaged board of trustees, a thoughtful and experienced head of school, an outstanding faculty, a devoted parent and alumni community, and a growing foundation of philanthropic support—the successful candidate will bring a demonstrated passion for independent school education and a commitment to advancement excellence.

Belmont Day School's current development program focuses on annual giving, major gifts, parents' association programs, and overall stewardship and outreach in all constituent groups, including parents, alumni, grandparents, and friends. Targeted outreach takes place via one-on-one meetings, frequent community gatherings and forums, publications, and social media. Looking ahead, the board of trustees has recently approved a comprehensive \$15 million capital campaign over three years, and the director of development will lead all campaign activities heading into the school's centennial in 2027.

The Candidate

The successful candidate will take a collaborative, hands-on approach to the work, implement best practices in fundraising, and embrace the community values that make Belmont Day School a special place in the hearts and minds of its supporters. This position requires superb organization and interpersonal skills and personal initiative. An ideal candidate will bring a genuine sense of joy to the work, being present and accessible to

consistently and successfully build purposeful and strategic relationships that benefit Belmont Day School. The director will possess superior communication skills, high emotional intelligence, and a strategic mindset. The director will demonstrate personal accountability, embody the school's values, and operate with integrity, humility, and professionalism.

Responsibilities

- As the primary fundraiser, develop and implement a comprehensive fundraising program that includes annual giving, major gifts, planned giving, capital campaigns, and special events.
- Manage and mentor a team of development professionals, including the assistant director of development, the events and community outreach coordinator, and the development operations manager. Prioritize and coordinate their actions by establishing and achieving goals, timetables, and appropriate strategies for assigned prospects and projects. Hire, train, and evaluate people in these positions.
- Partner closely with the head of school and board of trustees in their cultivation and solicitation activities.
- Manage a portfolio of donors and top prospects who have the capacity to help the school achieve its campaign goals.
- With the director of institutional advancement, integrate the school's relationship-building efforts, reporting systems, and messaging outreach to the community's diverse constituencies.
- Attend key Belmont Day School events and volunteer committee meetings.
- Develop and implement a best practices stewardship program, including alumni relations.
- Direct and lead fundraising activities of the board of trustees, its development committee, and its campaign committee.
- Work closely with the parents' association in support of their annual initiatives.
- Conduct regular prospect visits to qualify and solicit major prospects for annual fund, capital, or planned gifts.
- Acquire timely and relevant institutional information to create and execute solicitation and stewardship strategies for each prospect, as appropriate.
- Track activity within Raiser's Edge/NXT and generate reports to track the progress of each prospect's cultivation/solicitation/stewardship plan.
- Participate in shared duties as part of the daily running of the school along with other faculty of Belmont Day School.

Qualifications

Belmont Day School is seeking someone with a track record of developing and advancing fundraising strategy with measurable success, a comprehensive knowledge of fundraising best practices, and a desire to significantly impact its growing program.

- A minimum of 7-10 years of experience in fundraising and development, preferably in an educational or non-profit setting, is required.
- Proven track record of success in developing and implementing fundraising strategies, securing major gifts, and achieving annual fundraising goals.

- Strong leadership and management skills, leading and mentoring development professionals and fostering a team culture of inclusion and belonging.
- Demonstrated ability to execute all duties with an equitable and inclusive approach that intentionally supports the diverse identities and experiences across the community.
- Warmth, accessibility, flexibility, and initiative, the ability to work independently, and the skills to thrive in a collaborative team environment.
- Demonstrated ability to strategize, implement, and build major gift programs and activities, along with a talent for motivating a team and volunteers.
- High professional and ethical standards for handling confidential information.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Excellent written, oral, and interpersonal skills; demonstrated solicitation experience.
- Strong computer skills and knowledge of database research and maintenance.
- Ability to work with students, as well as volunteers of all ages.
- Must be able to travel and work evenings and weekends as needed.

The school will always be maintained as a nonsectarian institution. It is an equal opportunity employer and complies with all legal requirements regarding admissions and access to programs, facilities, and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.

Interested candidates, please contact Narwhal Talent Partners:

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All inquiries are treated as confidential.