



BELMONT DAY

Inspire and challenge.

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

Director of Development

Belmont Day seeks a Director of Development (DOD) to provide strategic and operational leadership for the Development Office while serving as a key partner and a direct report to the Head of School. With tremendous potential to affect change, the DOD brings vision and aspirational leadership to the role. The DOD manages a staff of two full-time and one part-time team member and elevates the development office's performance and productivity as it prepares to grow the annual fund, major gifts program, fundraising events, community engagement, plans for an upcoming capital campaign and moves forward an active strategic plan. The DOD also manages a portfolio of high-level prospects and donors, developing comprehensive annual and multi-year plans for major gifts, planned giving, and annual giving. Utilizing the best of Belmont Day School's resources - a committed Board of Trustees, an experienced Head of School, an active development committee, supportive faculty, a devoted parent and alumni community, and a strong culture of giving - this highly knowledgeable and experienced fundraiser brings a demonstrated passion for independent education and a commitment to advancement excellence. This is a full-time, 12-month position.

Responsibilities

- Work closely with the Board of Trustees as well as its development, finance, and strategic planning committees to formulate goals and strategies for present and future fundraising needs.
- Support the Head of School and Board President in their cultivation and development outreach activities.
- Develop, lead and implement strategies to enhance our annual giving and capital gifts programs, including annual development plan: appeals, timeline, messaging, and campaign publications.
- Provide strategic direction to the assistant director of development for alumni relations and outreach programming.
- Lead community engagement plan through initiatives and community building events, bi-annual auction planning, and other special events.
- Work closely with the director of communications on the annual report and magazine, alumni cultivation publications, and social media initiatives.
- Work closely with the parents' association executive team and committees as well as grade parents to support their annual events and initiatives and building community.
- Develop appropriate training and oversee development staff professional development; conduct evaluations for staff reporting directly to this position.
- Work as a member of Belmont Day School's strategic leadership team.

Qualifications

- B.A. degree required; advanced degree(s) preferred.
- Minimum of five years work experience required in the development field, preferably at an independent school.
- Strong written and personal communications skills and vision for expanded communication opportunities.

- Strong background in annual giving, including leadership programs, alumni reunion, and other constituent relations programs.
- Experienced in event and community engagement planning and execution.
- Ability to support advancement services: research, prospect tracking, stewardship, gift entry, gift acknowledgment, and data entry.
- Significant experience overseeing alumni programming designed to support the comprehensive needs of a broad constituency.
- Demonstrated ability to personally and effectively identify, cultivate, and secure gifts from the annual fund and major gift prospects.
- Strong management experience required with the ability and interest to work closely with staff members to achieve individual and department goals.

Please send a cover letter specific to this position and a resume to careers@belmontday.org. Please include "Position Title" in the subject line.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with 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.

