



## ***Director of Development***

***Applications Accepted Starting January 17, 2023***

***Application Review Starting February 1***

### **Job Summary**

The Director of Development will oversee the operations of a high-achieving Advancement Office and ensure successful Annual Fund and Alumnae Relations programs for Miss Hall's School. With a keen eye to the future, the role is both strategic and tactical, seeing the big picture, executing appeals for support, and activating a strong fundraising team. Reporting to the Director of Advancement, the position includes oversight of the Alumnae Relations Manager and Database and Research Manager. It requires close collaboration with major gifts officers, cultivation of an active group of volunteers, and authentic engagement in the thriving, close-knit Miss Hall's community. Miss Hall's is committed to diversifying its faculty and encourages applicants who are committed to bringing a diversity, equity, and inclusion lens to their work.

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

At Miss Hall's School, we champion social justice; insist that all community members demonstrate respect for each other through words and actions; and affirm that diversity, equity, and inclusion are essential to learning and problem solving, discovery and personal growth, and cultivating empathy and cultural competency. Guided by these beliefs, and with the understanding that being an inclusive community requires ongoing work and commitment, we foster cross cultural dialogue and allyship to honor and celebrate our diverse community.

### **Requirements**

- 5+ years of development and fundraising experience, with a specific focus on Annual Giving and Alumnae Relations preferred
- Proven success as a member of a collaborative team, with management experience preferred
- Excellent interpersonal, communication, and problem-solving skills
- Experience working with a fundraising database, preferably Raiser's Edge
- Strong executive function, highly organized, and detail-oriented, with the ability to manage multiple, time-sensitive projects simultaneously
- Demonstrated commitment to equity and inclusion and to serving a diverse, global community
- Commitment to the Miss Hall's School Mission and Core Values

*Salary benchmarked with NAIS medians and commensurate with experience*