



Director of Development | Greenwich, CT

The School

Located in Greenwich, Connecticut, Eagle Hill School offers children with language-based learning disabilities the opportunity to transform into confident and resilient students empowered with strategies to meet challenges and flourish beyond Eagle Hill. The school serves approximately 260 students across two divisions, a lower school for children ages 6-11 and an upper school for those 11-15 years old. Families enjoy both day and boarding options. To learn more about the school, please visit www.eaglehillschool.org

The Opportunity

Approaching its 50th year, Eagle Hill enjoys new and vibrant leadership and a refreshed vision for its future. Reporting to Gretchen Larkin, Head of School, the Director of Development is responsible for designing and implementing fundraising strategies and initiatives to secure philanthropic support for the school's mission and programs. This position represents an exciting opportunity to reimagine how the school engages, solicits, and stewards its donors. This role is tailor made for candidates who wish to see the impact of their work on a daily basis and who desire a leadership position where they can shape strategy and operations. The Director of Development will serve as a key member of the senior leadership team and be a strategic partner to the head of school.

The Candidate

The successful candidate will be a hands-on entrepreneur who implements best practices in educational fundraising and who embraces the community values that make Eagle Hill School a special place. An ideal candidate will bring a genuine sense of joy to the work to successfully and consistently build purposeful and strategic relationships that benefit Eagle Hill School. The Director will possess superior communications skills, a high degree of emotional intelligence, and a strategic mindset. The successful candidate must be adept at working with a small team, experienced at leading organizational change, and excited by the opportunity and autonomy to build something new to reinvigorate Eagle Hill's culture of philanthropy. In partnership with the Head of School, the Director of Development will have the ability to recognize and capture opportunities for fundraising in the moment and simultaneously build and refine sustainable systems and processes essential to realizing Eagle Hill's strategic plan.

Responsibilities

- 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 three development professionals, including an Annual Giving Associate, an Alumni Relations Associate, and Database Manager.
- Partner closely with the Head of School and Board of Trustees in their cultivation and solicitation activities.

- Build a strong and effective major gifts program and create goals, timetables, and metrics to benchmark growth.
- Design and implement a best practices stewardship program, including alumni and parent relations.
- Supervise the development team and assist them in establishing and achieving goals, timetables, and appropriate strategies for assigned prospects and projects. Hire, train, and evaluate people in these positions.
- Conduct regular prospect visits with the goal of qualifying and soliciting major prospects for the 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 and generate reports to track the progress of each prospect's cultivation/solicitation/stewardship plan.
- Conceive and attend key Eagle Hill School events and volunteer committee meetings as necessary.

Qualifications

- Minimum of 7-10 years of experience in fundraising and development, preferably in an educational or non-profit setting.
- Excellent written, oral, and interpersonal skills; demonstrated solicitation experience.
- Proven track record of success in developing and implementing fundraising strategies, securing major gifts, and achieving annual fundraising goals.
- Strong leadership and management skills, with the ability to lead and mentor a team of development professionals.
- Demonstrated ability to strategize, implement, and build major gift programs and activities, along with a talent for motivating a team and volunteers.
- Flexibility and initiative, as well as the ability to work independently, combined with the skills for thriving in a team environment.
- 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.
- Strong computer skills and knowledge of database research and maintenance.
- Must be able to travel and work evenings and weekends as needed.

Eagle Hill School School is an Equal Opportunity Employer and seeks to reflect in its faculty and staff the diversity present within its student body. The school invites candidates to join in this process who bring a substantive and varied combination of educational pursuits and lived experiences that demonstrate the capacity to make a meaningful contribution.

Interested candidates, please contact Narwhal Talent Partners:

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All inquiries are treated as confidential.