



**NOBLE AND
GREENOUGH
SCHOOL**

Director of Development Services
Noble and Greenough School
Dedham, MA | Fall 2019

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About Noble and Greenough School

Noble and Greenough School (Nobles) is a nonsectarian, coed day and 5-day boarding school for grades seven through twelve. The school is located in Dedham, Massachusetts, 10 miles from Boston. The Nobles community is comprised of 134 faculty members, 626 students, a dedicated alumni body of over 5,200, and many engaged parents and friends.

At the core of a Nobles education is the unequaled academic program. The teachers are passionate about their subjects—and even more passionate about working with young people. Likewise, the students who choose Nobles are exceptional. They are academically talented, creative, hard-working and curious. They cultivate strong character and believe in service to others.



In addition to its academic program, Nobles offers a wide array of art and athletic programs. The visual and performing arts allow students to explore creative ways to solve new problems as well as learn about themselves and their abilities. The Nobles athletic program has over 65 athletic teams and in the past 10 years, 87% of the varsity teams have winning records and 24 have won New England Championships.

About Philanthropy at Noble and Greenough School

Nobles values the tradition of teaching students the importance of getting involved to improve and enrich the world around them. The Nobles community leads by example by being active in campus life, supporting fellow classmates, and giving back to the school as well as the greater public. Last year Nobles successfully closed the Be Nobles Bold Campaign, which raised \$139M and strengthened its position as a philanthropic leader among independent schools. In addition, the Annual Nobles Fund raised just over \$6M last year.

Nobles has a high-performing 13-person development team dedicated to working with alumni, parents, and friends to move the Nobles mission forward. Building on a highly successful track record of philanthropy and engagement, Nobles will soon be embarking on a long-range plan that will position the department for bold fundraising priorities in the coming years.

About the Position



The Director of Development Services (DDS) will be a strategic and analytical leader who oversees day to day operational elements of the Development and Graduate Affairs Office. This position reports to the Director of Development and will manage the systems, support and operations functions. As a member of the Development and Graduate Affairs' Senior Management Team, they will work cross-functionally with senior colleagues to define, scope, and implement strategy while providing leadership to key operating functions and playing an active role in achieving the department's ambitious fundraising goals.

The DDS will understand the motivations and needs of the front-line fundraising and grad affairs team and effectively seek to utilize data and information to strengthen current relationships and discover new sources of philanthropic support that match the institution's fundraising priorities and goals for community engagement. They will recognize that data is one of the organization's most important business assets and will ensure a high level of fundraising and relationship data quality, development, management, and stewardship. In doing so, the DDS will play integral roles in soliciting and stewarding the prospect and donor constituencies.

Key Responsibilities

Data and Records Management

- Develops and directs the information and records management operations.
- Ensures high standards of data integrity and compliance.
- Designs and manages a thoughtful prospect and moves management system to support relationship building and direct fundraising.
- Guides solicitation strategy of direct response program and prepares lists for all mailings, emails and other communications with constituents.
- Prepares regular reports (gift income, pledge, campaign, prospect, financial, etc.) as well as project-specific reports for leadership.
- Regularly reconciles with Finance and coordinates and prepares information for end of year audit and annual report.

Stewardship and Donor Relations

- Directs the donor stewardship program, including recognition of major donors to capital campaigns and the Annual Nobles Fund.
- Manages the prospect research program.
- Oversees the gift processing and donor acknowledgment operation.

Leadership and Management

- Supervises the Assistant Director of Operations and Donor Relations and the Development and Database Coordinator.
- Serves as a member of the Senior Leadership Team and is the liaison between development and the business and ISS offices.
- Assists the Director of Development in the general administration of the department, including the preparation and monitoring of the annual department budget, oversight of department purchasing procedures, development of departmental policies and procedures, and coordination of department's planning process.

Key Qualifications

- Bachelor's degree required; advanced degree preferred
- A minimum of 6-8 years of experience in a fundraising setting, including a mix of operations roles.
- Expertise in management information systems and software programs, including Raiser's Edge and Microsoft Office, and the integration of such programs with other systems utilized by Nobles.

- Advanced knowledge of fundraising activities, processes, and procedures, preferably in the education sector.
- Demonstrated ability to communicate effectively, both orally and in writing.
- A high level of professionalism and integrity with an understanding of and appreciation for a team-oriented management style.
- A commitment to continued professional development.



All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Please email your cover letter and resume in confidence to:
Nobles@developmentguild.com

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For more information about Noble and Greenough School, please visit <https://www.nobles.edu/>
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About Development Guild DDI

Development Guild DDI is a nonprofit leadership development consulting firm that provides nonprofit executive search, fundraising counsel, and campaign services. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and analysis. Drawing upon more than 2,500 client engagements and 40 years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding and respecting your unique culture and to translating that knowledge into viable solutions.

