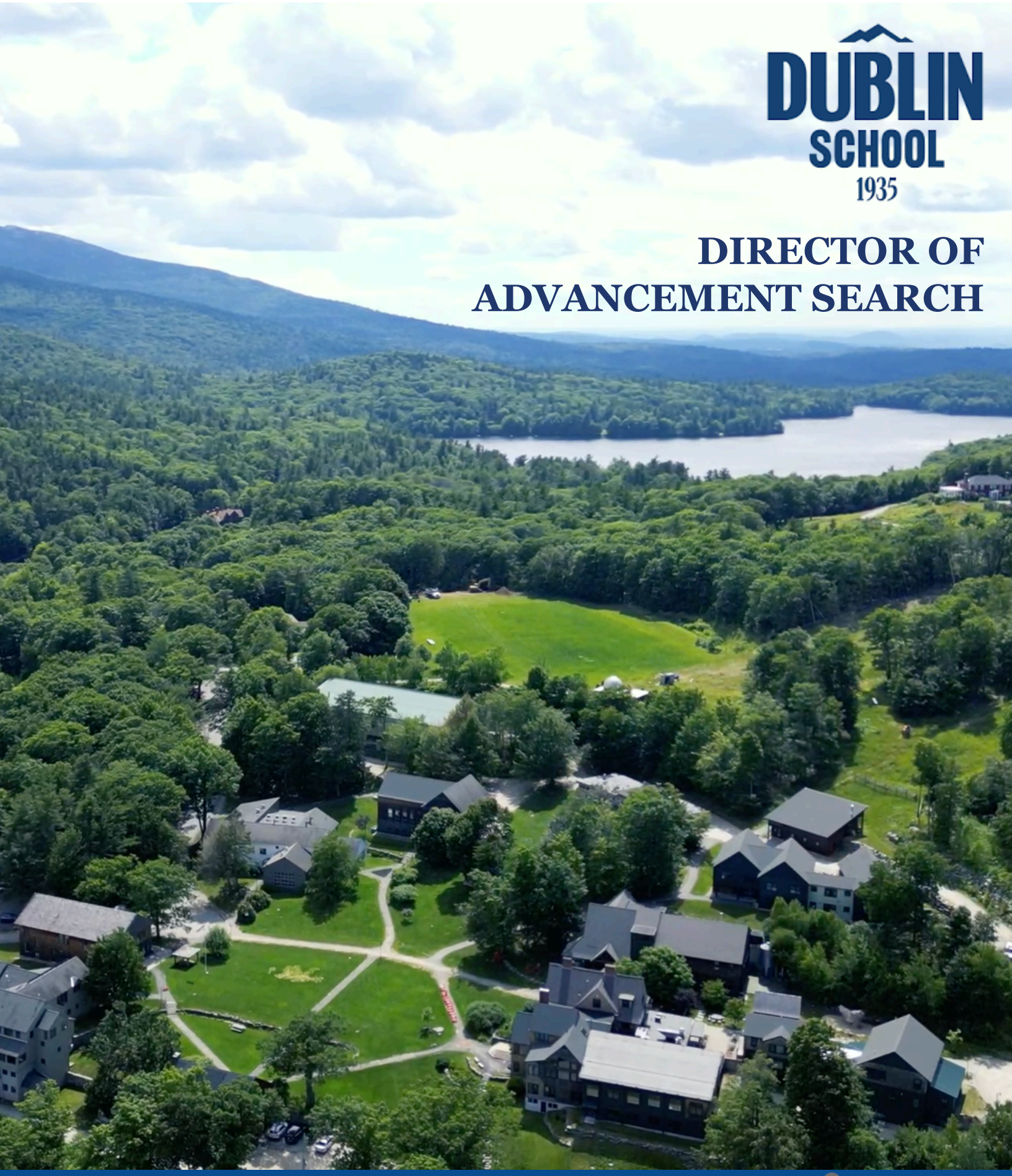
DUBLIN SCHOOL
1935

DIRECTOR OF ADVANCEMENT SEARCH



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DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

THE OPPORTUNITY

Dublin School seeks an experienced, relationship-centered fundraiser to build and lead its advancement program and partner closely with the new Head of School. This is an opportunity for an experienced advancement professional with a demonstrated record of progressively increasing leadership responsibilities, including managing donor databases, directing annual giving programs, leading advancement teams consisting of both staff and volunteers, and cultivating, soliciting, and stewarding major and leadership gifts.

Dublin is an independent boarding and day school in New Hampshire's Monadnock Region. Its education combines academic challenge, individual attention, the arts, athletics, and outdoor experiences within a close-knit community. Its mission calls students to seek truth and act with courage. The Director will translate that distinctive educational experience into compelling opportunities for philanthropic investment.

Reporting directly to the Head of School, the Director will lead advancement strategy, personally cultivate and solicit major gifts, develop staff, and engage trustees and volunteers. The Director will build trusted relationships with alumni, current and former parents and grandparents, and friends while establishing clear priorities and reliable systems.



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ADVANCEMENT STRATEGY AND PROGRAM LEADERSHIP

- Develop and implement an annual advancement plan in accordance with best practices with aspirational yet realistic revenue goals, clear responsibilities, donor engagement priorities, and a calendar of specific action steps.
- Partner with school leadership and finance to articulate a compelling case for support with measurable impact based on approved priorities and a credible budget.
- Collaborate with admissions to help develop and guide implementation of the school's communications plan, with responsibility for directly managing the school's communications team.
- Oversee the annual fund, i.e. the Dublin Fund, supporting the staff responsible for appeals, leadership annual giving, donor retention, upgrades, participation, class agents, and student callers.
- Align annual, major, and planned giving opportunities so donors receive coordinated invitations and consistent stewardship.



DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

PARTNERSHIP WITH THE HEAD OF SCHOOL

- Be a trusted fundraising partner to the new Head of School, working collaboratively to guide donor engagement and solicitation.
- Create a manageable Head of School donor portfolio and hold weekly strategy meetings to prioritize outreach, visits, solicitations, and follow-up.
- Prepare research, briefings, agendas, talking points, and ask strategies; coordinate travel and ensure each conversation leads to appropriate next steps.
- Connect the Head's vision and campus experience with donors' interests, while respecting the demands of leading the school.



DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

ADVANCEMENT TEAM LEADERSHIP

- Lead, mentor, and evaluate advancement staff; establish clear roles, achievable workloads, professional development, and shared accountability.
- Establish and oversee best practices in annual giving, alumni engagement, events, database administration, and stewardship to ensure donor relationship building remains at the forefront.
- Build on the existing team's strengths and institutional knowledge, establishing best practices and standard operating procedures with team input, transparency, respect, and practical support.
- Guide development and implementation of advancement communications including donor-centered appeals, impact stories, newsletters, and the Head's messages through a shared calendar and clear approval process.





DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

MAJOR GIFTS AND DONOR RELATIONSHIPS

- Manage a focused portfolio of qualified major gift prospects, taking responsibility for discovery, cultivation, solicitation, stewardship, and documented next steps.
- Build individual donor strategies grounded in philanthropic interests, capacity, readiness, and meaningful connections to Dublin; personally ask for gifts and close commitments.
- Reengage lapsed supporters, and identify new opportunities among alumni, current and former parents, grandparents, trustees, and community friends.
- Transfer established relationships into a durable team approach by documenting history, introducing new school leaders, and ensuring continuity and follow-through.
- Develop major annual gifts, program-specific support, endowment gifts, and planned gifts in coordination with school leadership.



DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

TRUSTEES, VOLUNTEERS AND COMMUNITY ENGAGEMENT

- Partner with the Head and the board to help trustees contribute through personal giving, introductions, cultivation, stewardship, and solicitation.
- Guide alumni and parent engagement around meaningful relationships, reunions, and connections to the school's educational life.
- Evaluate events by their purpose, audience, cost, and follow-up; focus advancement resources on activities that strengthen relationships and philanthropic participation.
- Oversee prompt, personal acknowledgments and meaningful reporting on the use and impact of gifts.



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DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

DATA-DRIVEN LEADERSHIP

- Ensure consistent use of Blackbaud Raiser's Edge NXT for portfolios, contact reports, prospect stages, proposals, pledges, and stewardship commitments.
- Develop and oversee regular fundraising reports to share with school leadership and the advancement team to demonstrate fundraising activities and progress.
- Recommend any plan adjustments as needed based on data and collaboration with the advancement team and leadership.
- Partner with finance to oversee regular gift and pledge reconciliation, consistent coding, accurate reporting, and appropriate gift acceptance and donor restriction procedures.
- Report progress through dollars raised, donor retention, qualified prospects, visits, solicitations, portfolio movement, and stewardship completion





DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

QUALIFICATIONS AND EXPERIENCE

- A demonstrated record of personally cultivating, soliciting, and securing significant gifts and sustaining long-term donor relationships.
- Experience in independent schools, higher education, or another relationship-intensive nonprofit setting; an understanding of boarding school communities is especially valuable.
- Experience partnering with a Head of School or similar institutional leader and board members in support of their roles as confident, effective fundraisers.
- A knowledge of annual giving, major gifts, planned giving, donor stewardship, and campaign planning, with the judgment to involve specialist advice when needed.
- A vision for guiding marketing strategy as it relates to branding, website and social media.
- A collaborative management style that develops colleagues, clarifies expectations, and builds trust through change.
- A genuine interest in Dublin School's mission and willingness to participate in campus life, travel for donor visits, and work occasional evenings and weekends.
- An ability to set a tone of relentless optimism.
- A bachelor's degree or an equivalent combination of relevant education and professional experience.

Dublin welcomes candidates who have led an advancement program as well as accomplished major gift leaders ready to assume broader responsibility. The strongest candidate will combine proven fundraising results with the ability to lead a small team and work comfortably within an intimate school community.

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DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

PRIORITIES DURING THE FIRST YEAR

- Build trusting relationships with the Head, advancement staff, trustees, faculty, alumni, and parents; learn Dublin's culture and donor history.
- Establish best practices in the advancement office; build and nurture the advancement team, support creation of professional development plans, grow fundraising skills, and contribute to a collaborative work environment.
- Develop and implement an annual advancement plan with aspirational yet realistic revenue goals, clear responsibilities, donor engagement priorities, and a calendar of specific action steps.
- Establish clear staff responsibilities and protect time for major gift work, supported by a coordinated advancement plan.
- Create priority donor portfolios for the Head of School, with documented strategies, next actions, and a regular schedule of donor visits.



PRIORITIES DURING THE FIRST YEAR (CONT)

- Strengthen the Dublin Fund while developing a broader pipeline for major, program-specific, endowment, and planned gifts.
- Activate trustee, alumni, and parent volunteers and reengage lapsed and overlooked constituents.
- Improve donor records, gift reconciliation, stewardship, and leadership reporting; establish baseline measures and agree on realistic performance goals.
- Help develop and refine the case for supporting current school priorities.

Location: This position requires an on site presence. Candidates should expect some travel for meetings with prospective donors.



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Equal Opportunity Statement

Dublin School believes that equal opportunity for all employees is essential for the continuing success of our community and school. Dublin School celebrates the diversity of our school and its wider communities, including race, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome candidates representing the diversity of the world in our educational program, admission policies, athletics program, student life program, financial aid program, staff hiring, and other school-administered programs.

Dublin School will not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, marital status, physical or mental disability, race, age, color, religion, sex, sexual orientation, pregnancy, or national origin. This policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

Dublin School is an Equal Opportunity Employer.

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DUBLIN SCHOOL DIRECTOR OF ADVANCEMENT

Salary and Benefits

- Competitive salary commensurate with experience.
- Comprehensive benefits package including health insurance, retirement plan with employer match, and tuition remission.

Anticipated Start Date: This position is scheduled for a start date of Winter 2027, or as soon as possible thereafter. Applications will be considered until the position has been filled.

Interested and qualified candidates should electronically submit in a single email, but as separate PDF documents, the following materials to Tucker Hastings:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- An annotated list of five professional references with name, phone number, and email address (references will be contacted only with prior candidate approval).

Tucker Hastings
Senior Search Consultant
Big Back Pack LLC
tucker@bigbackpack.org
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