



Director of Advancement Services

Belmont Hill School
Belmont, Massachusetts

Belmont Hill School is a private boys' school located in Belmont, Massachusetts with a mission to educate boys in mind, body, and spirit to develop men of good character. Our community encourages students to face adversity with resilience, cultivate critical thinking and creativity, teamwork and competition, hard work and reflection, tradition and innovation. We strive to instill in each boy ethical judgment, a sense of common humanity, and a lifelong love of learning.

In 1923, Belmont Hill began with a group of seven faculty and 45 students in a red brick manor house in the Boston suburb of Belmont—a building that still serves, today, as the center of the Belmont Hill campus. Even in the School's earliest days, founding head Reginald Heber Howe emphasized high standards of scholarship, a rich and varied course of study that included arts and athletics, and a close-knit school community, described by one early observer as "the development of cooperative goodwill."

Today, Belmont Hill School enrolls around 470 students in 7th through 12th grade, providing an environment in which boys learn to think deeply, act ethically, and develop into young men of character. With a strong record of academic excellence and achievement in athletics and the arts, Belmont Hill benefits from a robust alumni and parent network and a strong administration committed to balancing tradition and innovation in the ongoing life of the school.

As a founding member of the International Boys' School Coalition, Belmont Hill is a leader in single-sex education, harnessing the substantial benefits of boys' education while simultaneously preparing students for participation in a coeducational world. Extracurriculars often include students from nearby girls' schools Winsor, Newton Country Day, and Dana Hall. Belmont Hill is committed to building a strong and inclusive community that supports student identity development and promotes informed, healthy perspectives on gender identity and sexual orientation.



**Carney
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Throughout Belmont Hill's long history school life has been enriched by beloved traditions. At lunchtime, students sit at assigned tables with a faculty member, rotating seats every few weeks. Students enjoy a snack break of milk and cookies each morning, and Chapel Talks by the Head of School, as well as annual events like Greek and Roman Field Day, Poetry Fest, and the Woodbury Speaking Contest provide students with lasting memories. Before graduating, all boys carve a wooden panel to be permanently displayed on campus—a longstanding tradition by which every alumnus leaves his mark on the school.

Belmont, Massachusetts is a suburb of Boston, located about 10 miles northwest of downtown and five miles west of Cambridge. Belmont, which comprises about 25,000 residents in five square miles, is mainly residential. The surrounding neighborhood features several historic homes, including the former residence of politician Mitt Romney, whose five boys graduated from Belmont Hill. Overall, the suburb is relatively affluent, with strong public schools and green spaces. The school itself backs up to the Mass Audubon's Wildlife Sanctuary, which is open to the public.



Position

Belmont Hill is seeking a full time Director of Advancement Services to oversee fundraising and engagement systems and processes. The Director is responsible for relationship and pipeline management, research and reporting, and stewardship. They will need to understand and implement industry-standard best practices. Additionally, they will ensure effective Raiser's Edge Blackbaud database administration and work collaboratively on all Alumni House programs including the Annual Fund and Reunion.

The Director of Advancement Services plays a crucial role in the success of Belmont Hill's initiatives and fundraising efforts. This position requires an advancement expert who is focused on data and results, with a strong entrepreneurial spirit and collaborative approach.

This position reports to the Director of Alumni and Development.

Responsibilities

The Director of Advancement Services is expected to uphold and contribute to Belmont Hill's community and team atmosphere.

- Collaborate with office leadership to design and oversee the overall stewardship program.
- Partner with other essential team members to build a robust donor pipeline that progresses from Annual Fund contributions to Major Gifts.
- Generate reports to guide data-informed decisions for program development.
- Oversee activities related to donor recognition and cultivation, including events and stewardship initiatives.
- Promote a philanthropic culture by creating annual reports and other materials that highlight impact.
- Creating and executing email communication for events and fundraising through Online Express and Constant contact.
- Attend and staff Alumni House events
- Perform other tasks as needed.

Qualifications

- Bachelor's degree
- 5+ years of experience in advancement services
- Expertise in Raiser's Edge
- Communication support: Online express email experience
- High attention to detail and accuracy
- Ability to manage multiple projects at once
- Strong interpersonal, written, and verbal communication skills

- Ability to work collaboratively and establish productive relationships with a diverse range of constituents
- Proficiency in data entry
- Graphic/design skills a plus

Compensation and Benefits

Belmont Hill provides competitive salaries and benefit packages and will be commensurate with experience, degree attainment and the national independent school and college markets.



Interested Persons Contact

Jonathan K. Ball

Managing Associate

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All inquiries and nominations are kept confidential.

Belmont Hill does not discriminate based on race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability or genetic information in its hiring practices.



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