



Chief Development Officer  
Greenhill School  
Addison (Dallas), Texas  
[greenhill.org](http://greenhill.org)

*Send Nominations or Cover Letter and Resume to:*

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### ***The Opportunity:***

Founded in 1950, Greenhill School is the leading independent, coeducational, non-religious/non-sectarian day school in the greater Dallas area, serving 1,339 students in grades prekindergarten through 12. Greenhill School provides a rigorous college-preparatory curriculum that involves the integration of academic, artistic, athletic, and social service in a positive and open atmosphere. Greenhill students and faculty commit to work together for excellence, while the unique quality of life at Greenhill prepares students to thrive in a changing world.

The Chief Development Officer (CDO) will lead the philanthropic efforts at Greenhill School. The CDO reports directly to the Head of School, leads a talented team of professionals, and oversees all fundraising development functions. With 50 percent students of color, a list of notable and accomplished alumni, a discerning and committed parent body, and highly qualified and dedicated faculty and staff, Greenhill School is a dynamic, diverse, and demanding community that has embarked on the most ambitious capital and endowment campaign in the School's history. The institution's strategic plan provides the architecture for this historic effort, setting forth priorities for the future.

This CDO must possess superior communications skills, resilience, and emotional intelligence, and have a demonstrated ability to inspire and mentor staff and volunteers to dream big and stretch far in support of Greenhill School's mission and vision. The best-matched candidate will demonstrate maturity in the industry through proven campaign experience, strong leadership/management practice, and effective volunteer engagement at the highest levels, with unquestionable integrity. The successful candidate will have the ability to work in a diverse environment, one that requires humility, adaptability, focus, and a genuine interest in understanding and embracing the culture of Greenhill School.

This is an extraordinary time to join the School's leadership team, which has a diverse and talented administrative group that is deeply committed to serving the School and its mission. The Board is clear about institutional priorities and is eager and willing to be engaged with development staff in advancing specific fundraising strategies that will meet the School's objectives and ensure that it will thrive for generations to come.

## About Greenhill

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Located approximately 10 miles north of downtown Dallas, Texas, Greenhill School is an independent, coeducational day school with approximately 1,300 students in prekindergarten through 12th grade.

The 75-acre campus is comprised of 15 buildings, including a full athletic complex, library, and state-of-the-art Marshall Family Performing Arts Center that together total over 303,000 square feet under roof. Greenhill has a national reputation for graduating students who are well prepared for success both at the most competitive colleges and in the complex world that awaits them. Fine and performing arts are greatly valued, and the highly successful athletic program provides opportunities to participate and compete in 15 inter-scholastic sports.

The comprehensive community service program rounds out the educational experience and has established Greenhill as a leading contributor to a number of Dallas-area social service organizations and nonprofits.



The School attracts families from over 100 zip codes throughout the Dallas-Fort Worth metroplex, and the student body is comprised of 50 percent students of color —merely one reflection of the extent to which the School values the variety of backgrounds and perspectives of its many constituents.

Founded in 1950 by Bernard L. Fulton and a group of committed Dallas citizens, Greenhill continues to offer a unique, nonsectarian, coeducational independent school experience. From the beginning, the drive for individual academic achievement has been viewed in the broader context of cultivating well-rounded, open-minded, caring, thoughtful, and ethical students. Greenhill students are valued for their unique gifts, and a premium is placed on providing a secure environment in which self-discovery can take place and skills and aptitudes can be fully explored and realized. Consistent with its mission and its steadfast commitment to excellence and individuality, Greenhill is well known locally and nationally for its exceptional academic program and for its leadership in equity and inclusion work.

Over the last 70 years, Greenhill has become an institution in which honesty, courage, compassion, and respect for the individual prevail. In adopting the School's core principles of excellence, integrity, compassion and courage, the Greenhill community affirms the development of character as an essential and ever-present element of its mission. During the last two decades in particular, the School has substantially strengthened its finances and endowment, added and upgraded educational programs, built several new facilities, and enhanced a campus-wide technology initiative. While Greenhill takes pride in these achievements, the School places even greater value on its faculty, students, and families, and the energy and enthusiasm that they bring to so many aspects of campus life. Greenhill views its financial strength and physical growth as vehicles that help sustain the momentum created by the enthusiasm of its stakeholders and the institution's high quality of teaching and learning.

### ***Mission Statement***

*In a diverse and inclusive community, Greenhill prepares and inspires its students to lead authentic, purposeful lives.*

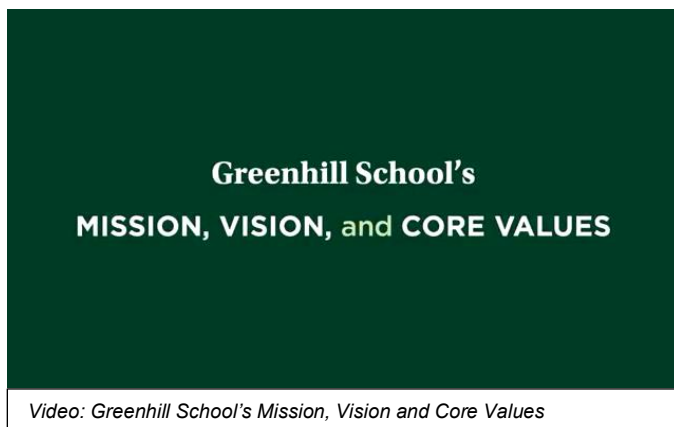
Greenhill's mission, vision, and core values can be found [here](#).

### ***Equity & Inclusion***

At Greenhill, diversity is an essential strength. Among the things that unite the School is the shared mission to educate students in mind, body, and character and to nurture and sustain an equitable and inclusive community.

In the School's intentionally diverse community, Greenhill nurtures self-confidence and respect for others from day one.

Greenhill's statement on diversity can be found [here](#).





*“Greenhill lets people be who they want to be,” explains one Middle School student. “There aren’t uniforms. In class, there’s no such thing as a wrong question. You’re free to be an individual.” An Upper School student says, “Everyone here has a thing that they enjoy and excel at, like sports or music or horseback riding and theater. People really focus in on their passions and can explore.”*



## At A Glance

**Founded:** 1950

**Enrollment:** 1,339\*

Upper School (9-12): 479

Middle School (5-8): 390

Lower School (Primer-4): 365

Preschool (PK-K): 105

Students of Color: 50%

**Faculty:** 150 full-time faculty

\*As of August 25, 2020

More stats can be found [here](#).

### SAT Scores:

(Middle 50 percent)

Reading and Writing: 630-730

Math: 630-770

### Tuition:

11th-12th: \$34,580

9th-10th: \$34,230

7th-8th: \$34,120

5th-6th: \$32,270

2nd-4th: \$28,040

Prekindergarten-1st: \$27,920

### Financial Aid:

\$6.3 million to 17 percent of students

**Budget:** \$39.2 million

**Endowment:** \$60 million

**Annual Giving:** \$2 million

### Accreditation:

Independent Schools Association of the Southwest (ISAS)

## Development Overview

Greenhill is financially sound with an operating budget of \$39.2 million and an endowment that reached \$60 million in the summer of 2020. Participation in the annual fund has been impressive, particularly among faculty/staff and parent groups, whose giving rate of 93 percent has helped the Greenhill Fund reach \$2 million during the 2019–2020 school year, the most raised in Greenhill Fund history!

Together with the Board of Trustees and Head of School, the Advancement Office plays a significant role in ensuring that the operating, capital, and endowment needs of the School are met. The team of 8 is responsible for Greenhill's comprehensive fundraising effort as well as the associated functions of marketing and communications, special events, and volunteer activities.



Throughout the years, the Advancement Office has supported Greenhill's mission by developing and nurturing lifelong relationships with alumni and families; by securing financial resources through generous contributions to the Greenhill Fund, endowment, and special campaigns; and promoting the School in both the local and national community. As it looks to the future, the School seeks to continue to grow the culture of philanthropy of its diverse community while ensuring that each of its members feels known and valued. In addition, the office is focusing particular attention on reengaging alumni, through alumni events and other outreach. The School is also engaged in a \$60 million-plus major capital campaign, projected to complete in 2025. The new STEM building will be built in 2023.

## Chief Development Officer Role

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Reporting to the Head of School as a member of the senior administrative team and working closely with the Board of Trustees, the Chief Development Officer will assist in advancing the mission of Greenhill School by providing strategic vision and oversight for all aspects of Greenhill's development activities. This team member will offer leadership and guidance in cultivation, solicitation, stewardship, and the strengthening of alumni and parent relations, both as part of the fundraising effort and in order to reinforce ties with the School's various constituencies and the local community. This individual will manage a team responsible for major gifts and donor relations, annual giving, special events, and alumni relations. Specific responsibilities include the following:

- Assessing the School's fundraising potential and developing and implementing strategic initiatives and programs to attract and maximize financial support.
- Supporting and guiding the Board of Trustees and volunteer leadership in outreach efforts and activities on behalf of Greenhill.
- Partnering with the Head of School and select trustees in identifying, cultivating, soliciting, and stewarding current and prospective major gift donors.
- Strengthening alumni relations.
- Directing all aspects of future campaign initiatives.

- Managing the day-to-day activities of the Advancement Office.
- High-level frontline fundraising.
- Serving as an active member of the School's senior administrative team.
- Being an active participant in the life of the School.

## ***Candidate Qualities:***

### ***Leadership***

- A leadership style that is marked by communicating clearly, empowering others, setting high standards, and motivating and inspiring both internal and external constituents.
- An energetic person who projects team spirit and has the ability to organize, motivate, coach, and focus others in pursuit of a well-developed strategic plan.
- A proactive self-starter who thinks broadly and sees the “big picture,” and whose management approach promotes transparency, encourages the development and execution of new ideas, and supports prudent change.
- A service-oriented executive who engenders support among colleagues, staff, and the community by virtue of his or her knowledge, experience, vision, creativity, and dedication to the mission of the School.
- An individual who possesses an appreciation for the history and traditions of Greenhill School as well as the ability to articulate the School's values and aspirations to current stakeholders and external audiences.



### ***Experience***

- At least 10 years in fundraising positions of increasing responsibility within an independent school or other nonprofit organization.
- Experience in in a comprehensive development program.
- High level frontline fundraising experience with leadership and key stakeholders.
- A history of managing professionals and volunteers with a collaborative style.
- A track record of creating and implementing strategies that enhance an existing fundraising.



## Leadership

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**Lee Hark**  
**Head of School**

Lee Hark joined Greenhill as Head of School in 2018. During his three years at the School, Lee initiated a strategic planning process to chart the School's immediate future; he spearheaded efforts to redefine the School's mission, vision, and core values; and he invested in the infrastructure to support the forward progression of the School. He has also launched the quiet phase of a capital campaign that will transform and advance the School's facilities, with an emphasis on the areas of STEM and athletics. Under his leadership, the School is poised to grow and maintain its strong stature both locally and on a national scale.

Lee joined Greenhill from Durham Academy, in Durham, North Carolina, where he served as Associate Head of School starting in 2014 and Upper School Director starting in 2008. He attended the highly regarded Darlington School in Rome, Georgia, and received his B.A. in English with honors from the University of North Carolina at

Chapel Hill in 1992. In 1997, Lee earned an M.Ed. in Educational Leadership from the University of Georgia and did doctoral work in Social Foundations of Education at the University of Virginia.

Lee began his career as a teacher at Darlington School in 1993 and over the years has served in a variety of leadership positions, including admissions and student activities, Dean of Students, Coordinator of Faculty Recruitment, Upper School Director, and Associate Head of School. Lee has also remained connected to students, having taught English and coached boys' and girls' tennis at the varsity level. In addition to Durham Academy, he has worked in independent schools including Choate Rosemary Hall in Wallingford, Connecticut, and Providence Day School in Charlotte, North Carolina.

Lee's wife Marianne is an active presence in the community and their three children, 11th-grader Ben, eighth-grader Jane, and sixth-grader Eliza, all attend Greenhill.

## ***Background Checks:***

Prior to submitting your resume for this position, please read it over for accuracy. Lindauer does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.

**To learn more, call  
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or send nominations or cover letter and resume to  
[FEutsay@LindauerGlobal.com](mailto:FEutsay@LindauerGlobal.com).  
All inquiries will be held in confidence.**



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