Associate Director of Philanthropy & Advancement Communications Position Announcement

November 2, 2026

To apply, please click **HERE**.

Compensation: $70,000 - $90,000 annually

Applications will be reviewed on a rolling basis and requested by November 30, 2026, or until the position is filled.

The Opportunity

Chatham Hall seeks talented, intellectually curious, and engaging faculty and staff who put students at the center of their practice. We value individuals who are deeply engaged in our boarding school community and are committed to fostering each girl's intellectual growth, social development, and emotional well-being. The most successful candidates are forward-thinking with the ability to anticipate opportunities for growth, embrace innovation and continuous improvement, listen with intention and learns from diverse perspectives, and thrive in a collaborative boarding school community. Chatham Hall lives our mission: *Equipping curious thinkers to lead bold lives of impact.* Grounded in our Episcopal faith tradition we are committed to cultivating an inclusive community with a diverse faculty and student body.

The Associate Director of Philanthropy & Advancement Communications manages a portfolio of leadership and major gift prospects, developing strategies to cultivate, solicit, and steward donors in support of Chatham Hall's strategic priorities.

Reporting to the Director of Advancement, this role leads donor communications, and editorial content for constituent publications. In partnership with the Director of Advancement and the Marketing & Communications Office, the Associate Director strengthens the School's culture of philanthropy through thoughtful stewardship, engaging storytelling, and communications that reflect Chatham Hall's mission and inspire philanthropic support.

The Organization

Founded in 1894 by the Reverend C. Orlando Pruden as Chatham Episcopal Institute, the school began as a regional institution dedicated to educating young women from southern Virginia and neighboring North Carolina. From its earliest days, Chatham Hall has emphasized rigorous academics and preparing students to meet the challenges and opportunities of the future. Today, it is a nationally recognized, all-girls boarding school grounded in the Episcopal tradition and committed to developing curious thinkers and confident leaders. Its enduring motto, *Esto Perpetua* ("Let it be perpetual"), reflects a lasting commitment to its mission and the generations of young women whose lives it continues to shape. Located on a 365-acre campus in the rolling hills of Chatham, Virginia, Chatham Hall has a rich 130-year history of academic excellence, leadership development, athletics, and equestrian programs. With approximately 95% of students living on campus, the school offers a vibrant boarding experience enriched by weekend activities, leadership opportunities, clubs, and cherished traditions. A strong emphasis on wellness, balance, and community is complemented by an Honor Code rooted in integrity and personal responsibility. Students benefit from rigorous academic offerings across the sciences, mathematics, history, and the arts, as well as opportunities to explore advanced coursework and global entrepreneurship. Signature programs, including "Leader in Residence" and "Writer in Residence."

For more information, visit www.chathamhall.org.

Core Responsibilities

The Associate Director of Philanthropy & Advancement Communications will work with the Director of Advancement to support strategic priorities with the following responsibilities:

Philanthropic Leadership:

- Manage a portfolio of approximately 100–150 leadership and major gift prospects, strengthening relationships and philanthropic support for the School's strategic priorities.
- Develop and implement individualized cultivation, solicitation, and stewardship strategies for individual donors, foundations, and corporate donors.
- Conduct personal visits with alumnae, parents, grandparents, foundations, corporations, and friends of the School to deepen engagement and identify giving opportunities.
- Prepare compelling gift proposals, solicitation strategies, and stewardship plans that inspire giving and advance the School's philanthropic priorities.
- Partner with the Director of Advancement, School Leadership, trustees, volunteers, and the Advancement Team to develop and execute comprehensive fundraising strategies.
- Maintain accurate constituent records, contact reports, and fundraising strategies in Raiser's Edge NXT to support effective relationship management and help inform fundraising decisions.
- Meet annual fundraising, visitation, and engagement goals while contributing to campaign and annual fundraising objectives

Advancement Communication & Stewardship:

- Lead the development and execution of donor-centered communications that strengthen lifelong relationships with alumnae, parents, grandparents, donors, and friends of the School.
- Create compelling stewardship, fundraising, reunion, campaign, and alumnae engagement communications that demonstrate the impact of philanthropy and inspire continued investment in Chatham Hall.
- Develop and write a range of advancement materials including gift proposals, donor correspondence, stewardship reports, acknowledgment language, impact stories, campaign materials, leadership communications, and other constituent communications.
- Partner with the Advancement Team to ensure consistent and compelling messaging across annual giving, reunion giving, donor stewardship, volunteer engagement, campaigns, and other Advancement initiatives.
- Use constituent feedback, data, and fundraising results to strengthen donor relationships, inform donor strategies, and evaluate the effectiveness of Advancement initiatives.

Editorial Leadership:

- Provide editorial leadership for Advancement's content strategy for *CHAT* magazine and other Advancement publications, developing content that highlights donor, alumnae, campaign, stewardship, and philanthropic stories that align with the School's strategic priorities.

- Research, interview, write, and edit compelling stories featuring alumnae, donors, students, and faculty that illustrates the transformative impact of philanthropy and strengthen constituent engagement.
- Collaborate with the Marketing & Communications Office on the design, production, photography, visual presentation, and publication of *Chat* magazine, the Annual Fund brochure, and campaign materials, ensuring editorial excellence, brand consistency, and timely delivery.
- Develop and manage an editorial calendar that aligns publications and communications with fundraising priorities, donor stewardship, campaigns, alumnae engagement, constituent communications, and Advancement publications.

Collaboration:

- Support the planning and execution of comprehensive campaigns in partnership with the Director of Advancement, trustees, volunteers, and the Advancement Team.
- Represent Advancement through donor travel, cultivation and stewardship activities, reunions, Advancement events, volunteer engagement, and other institutional programs as appropriate.
- Collaborate across Advancement and teams across the School to identify and communicate stories that illustrate Chatham Hall's mission, values, and impact.
- Foster a collaborative partnership with the Marketing & Communications Office, leveraging each department's expertise to strengthen institutional messaging, constituent engagement, and philanthropic storytelling.
- Stay current on best practices and emerging trends in philanthropy, donor stewardship, advancement communications, and independent school fundraising.
- Coordinate Advancement communications and publications with fundraising milestones, School events, and the School's priorities to ensure timely, strategic, and cohesive outreach.
- Perform other duties as assigned.

Required Attributes, Skills, and Qualifications

The Associate Director of Philanthropy & Advancement Communications must share an understanding and passion for the mission of Chatham Hall and will help foster collaborative and meaningful relationships with the teams across the School, alumnae, donors, faculty, and staff. In addition, the ideal candidate will bring a combination of professional expertise and personal qualities including:

Qualifications:

- Bachelor's degree required; advanced degree preferred.
- Five or more years of progressively responsible experience in fundraising, advancement, or related nonprofit leadership; experience in an independent school, college, or university preferred.
- Demonstrated success in cultivating, soliciting, and stewarding leadership and major gifts.

- Exceptional writing, editing, storytelling, verbal, and interpersonal skills with the ability to translate ideas and philanthropic impact into compelling donor-centered communications across print and digital platforms.
- Outstanding relationship-building skills with the ability to establish trust, engage constituents, and build meaningful connections.
- Strong organizational, project management, and strategic planning skills, with the ability to manage multiple priorities and meet deadlines.
- Sound judgement and initiative, with the ability to work independently while contributing to a collaborative and high-performing Advancement Team.
- Ability to travel extensively and work occasional evenings and weekends to support donor engagement, School events, and fundraising priorities.
- Proficiency with Raiser's Edge NXT, Microsoft Office, and Google Workspace (Docs, Sheets, Drive, Calendar, and related applications).

Preferred Characteristics:

The successful candidate will have:

- Exceptional interpersonal and relationship-building skills, with the ability to connect authentically across generations and engage a wide range of constituents, from young alumnae to seasoned donors.
- Intellectual curiosity, emotional intelligence, and a genuine interest in people, demonstrated through thoughtful listening, insightful questions, and the ability to build trust and make others feel valued.
- Excellent writing, editing, and storytelling skills, with the ability to capture the essence of people and experiences and translate them into compelling communications that inspire engagement and philanthropy.
- Poise, warmth, professionalism, and a natural presence that reflect the values and mission of Chatham Hall.
- Strong judgment, creativity, initiative, and problem-solving skills, with the confidence to work independently and the flexibility to collaborate effectively with colleagues.
- Energy, enthusiasm, and a thoughtful, engaging approach to advancing the mission of Chatham Hall.
- A sense of humor and a positive, team-oriented spirit.
- The ability to serve as a trusted colleague and strategic thought partner, bringing ideas, sound judgment, and a collaborative mindset to strengthen relationships and move important work forward.

Work Environment:

Chatham Hall is a boarding school for girls, grades 9-12. Smaller by design, our legacy as an Episcopal all-girls school means we are guided by our mission and values. Our approach to personalized learning gives girls many opportunities to pose questions and seek solutions. Committed to each girl's academic and social well-being, faculty and staff commit to being fully involved in the life of the school: attending

events, eating in the dining room, coming to know students both in the classroom and beyond. Located in the heart of rural Virginia on 365 acres, the work environment is family friendly. Our curricular philosophy emphasizes interdisciplinary and experiential learning and encourages girls to apply what they learn. Collaboration and reflective practice are key aspects of Chatham Hall pedagogy. The school is fully committed to attracting and retaining a culturally diverse faculty and student body. This position is based in person in an office environment within a residential boarding school campus. Occasional evening or weekend work may be required during orientation, graduation, or other school events.

Compensation & Benefits:

The salary range is between $70,000 and $90,000.

The School offers a competitive salary commensurate with experience and a comprehensive benefits package that may include:

- Medical, dental, and vision insurance
- Life and disability insurance
- 403(b) retirement plan with employer contribution
- Paid vacation, sick leave, and holidays
- Professional development opportunities
- Tuition remission (where applicable)

Apply:

Interested candidates should apply **HERE** and include a résumé, a cover letter highlighting their interest in and qualifications for the position, leadership philosophy, and a list of five (5) professional references**.** Applications will be accepted until the position is filled. The expected start date is on or before February 1, 2027.

Equal Employment Opportunity

The School is an Equal Opportunity Employer and is committed to building a diverse and inclusive community. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable law.

To learn more about us, please visit **www.chathamhall.org**.