SUMMARY
The Assistant/Associate Director of Alumnae and Parent Relations plays a vital role in advancing the short and
long-term cultivation and engagements of relationships with the School's students, most recent graduates, and their
families. The incumbent is responsible for managing volunteers, planning events, and representing the School to the
extended community.

ABOUT CHATHAM HALL
Founded in 1894, Chatham Hall, a top girls boarding school in the southeast, equips curious thinkers to lead lives of
impact. Grounded in its Episcopal heritage, Chatham Hall is an inclusive community with a global network of
approximately 3,000 alumnae, families, and friends. The school is located on a 385-acre campus in Chatham,
Virginia, within driving distance of Greensboro, Raleigh-Durham, Chapel Hill, Lynchburg, Roanoke, and
Charlottesville.

RESPONSIBILITIES:
Fundraising and Stewardship
● Assists with ensuring proper travel briefings on events and high-profile guests for the CAO and Rector.
● Creates opportunities to educate students and young alumnae about philanthropy.
● Manages the senior class gift and senior first gift to Chatham Hall Fund and generates support for
giving days such as National Philanthropy Day and Faculty-Staff Appreciation in collaboration with the
Director of the Chatham Hall Fund
● Stewards Chatham Hall First, first-time donors to Chatham Hall Fund
● Provides support to the Alumnae Council if needed, in managing online auction software.
● Recognizes volunteers in publications and at events as appropriate. Coordinates with the Director of
Alumnae and Parent Relations on the annual recognition of volunteer leadership.

Constituent Engagement and Volunteer Leadership
● Ensures young alumnae programs are robust and coordinated with the overall alumnae program.
  Actively seek updated alumnae contact information and update RENXT accordingly.
● Communicates regularly with Class agents and creates opportunities for class agents to stay apprised of
school news.
● Implements a plan to provide routine volunteer training and support and progress reports via written or
video formats
● Plans engagement opportunities (Zoom) by graduating class to foster connection among the class with
the school, particularly in non-reunion years.
● Manages Chatham Hall Connect, promotes registration and encourages postings. Acknowledges
registrants self-identified volunteer interests, tracks engagement interests and facilitates volunteer
engagement opportunities such as Career Connect, Classroom Connect and similar activities.
● Supports committee work of Alumnae Council and Parents Committee as assigned and maintains
membership records, minutes and digital files. Assists with meeting arrangements and logistics of these
committees. Attends meetings as requested.
● Partners with Alumnae Council to plan the induction of the senior class into the Association
● Provides support for regional and campaign events: save the date/invitations, attendance tracking,
logistical arrangements, event and registration materials etc.
● Support DEI initiatives and delivers programming in support of these efforts
● In collaboration with the Director of Alumnae/Parent Relations, generates content for monthly alumnae newsletter.
● Ensures alumnae and parent sections of the website are up-to-date.
● With the Director, partners with communications to curate timely and interesting material for social media posts.
● Greets advancement visitors on campus and assists with visit itinerary.
● Assists with arrangements for Parents Committee activities and receptions.
● Curates class notes and reunion memory books and necrology lists for publication.
● Preps written communications as needed in support of the overall advancement initiatives.
● Makes 150 contacts/year to meet with young alumnae and volunteers on behalf of the School.
● Maintains institutional relationship records of visit and fundraising and engagement activity in RENXT.
● Manages expenses and works within budget guidelines.

Reunions & Family Weekends
● Works directly with the 5th - 20th Reunion classes to promote attendance at Reunion and to encourage support for the Chatham Hall Fund.
● Attends Alumnae Council and/or Parents Committee meetings as requested.
● Manages planning of assigned events during Reunion and Family Weekends and overall registration, housing and other logistics.

School Life Engagement
● In a boarding school community, employees are expected to engage in official School ceremonies and may be given additional responsibilities in support of school life/community. Attends all major school on-campus ceremonies and events. Engages in and attends signature school programs, athletic events, community meals, and traditions.
● Other duties as assigned

SUPERVISOR AND DIRECT REPORTS
The Assistant Director of Alumnae and Parent Relations reports to the Director of Alumnae and Parent Relations.

QUALIFICATIONS
● A bachelor's degree is required.
● This position requires a self-starter who is diplomatic, and exhibits excellent organization and interpersonal skills.
● The incumbent must be able to work independently with limited supervision.
● Ability to communicate effectively, both orally and in writing.
● Ability to work outside the work-day with several nights and weekends required.
● Familiarity and proficiency with Google Workspace, Raiser's Edge and similar CRM's is preferred.

OTHER INFORMATION:
This administrative position is full time, 12-months and benefits eligible. Responsibilities include frequent weekends and evening work. Position is not eligible to telecommute. This position description is not all-inclusive, as other tasks or responsibilities may be assigned.

Candidates must pass a background check and provide proof of academic credentials.

CONTACT: To apply, please submit a letter of interest, a resume, and three references to advancement@chathamhall.org.