Summary:
The Director of the Chatham Hall Fund plays a vital role in advancing the core mission of the School and strengthening the culture of philanthropy among parents, alumni and the School's extended community. The Director develops and implements a multi-year strategy to achieve fundraising goals to benefit annual operations for Chatham Hall, a top girls boarding school in the Southeast. The incumbent develops segmented solicitation programs varied by constituency and affinity to foster and grow a culture of philanthropy. The director manages key volunteer groups and provides them with routine information in support of their work and partners with the advancement team and School leadership. The incumbent develops acknowledgements, annual giving stewardship programs such as Benefactors (leadership) and Oak Circle (loyalty donors), and an annual report to donors. The director is responsible for analyzing giving trends, making strategic adjustments as necessary, and preparing visual and written reports to communicate performance progress. The incumbent reports to the Chief Advancement Officer.

Responsibilities
Chatham Hall Fund

- Responsible for meeting overall annual targets for fundraising and participation in the Chatham Hall Fund on a yearly basis and towards a multi-year campaign goal
- Creates and implements a detailed annual operating plan to achieve these goals through personal solicitation, segmented electronic and print communication, phone solicitation, and giving events. Segments may be based on past giving behavior, gift potential, or constituency type: alumnae/parent/friend/corporations-foundations
- Creates a solicitation plan for leadership prospects and donors using specific asks and provides staff support senior leaders and other team members for solicitation of their portfolio
- Develops a strategy for donor acquisition and retention and monitors progress routinely.
- Conducts research, writes donor proposals and prepares prospect briefings for institutional leaders and advancement colleagues as needed.
- Solicits corporations and foundations annually and manages awareness of matching gift opportunities.
- Coordinates with colleagues and campaign plans to incorporate multi-year commitments as appropriate
- Travels to meet with fund volunteers and prospective donors completing at least 75 visits per year

Volunteer Relations

- Prepares presentations and reports for the benefit of key volunteer bodies: Board of Trustees, Alumnae Council, Parents Committee and class agents
- Develops a giving culture for classes celebrating their quinquennial reunions with planning starting 18-24 months in advance
- Manages the volunteers in support of program goals (alumnae council, class agents, parents committee, faculty-staff etc.) and implements a plan to provide routine training and support and progress reports via written or video formats
• Manages student programs with special emphasis on the senior class giving program. Engages students generally in fundraising activities as appropriate (giving days) to foster a community culture of philanthropy

Stewardship
• Manages stewardship of donors to Chatham Hall Fund: leadership (Benefactors), loyal giving (Oak Circle), first-time donors and other giving milestones
• Writes acknowledgement templates on behalf of institutional leaders to recognize donors based on donor level and giving habit (Benefactor, Oak Circle (loyal), first time etc.)
• Acknowledges gift-in-kind donations.
• Manages the process and develops content for the annual report to donors to celebrate fundraising successes and highlighting key achievements. Seeks input from colleagues for donor recognition and testimonials.
• 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.
• Assists with other advancement stewardship projects as needed

Other
• 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.
• Other duties as assigned

KSA
• Bachelor’s degree required.
• Prefer 3 -5 years experience in fundraising, educational fundraising preferred.
• A goal oriented, highly organized self starter who is able to work independently and manage multiple projects and meet deadlines.
• Possesses strong interpersonal skills, a collaborative spirit, and an ability to manage a wide range of relationships.
• Presents strong written and verbal communication skills with excellent grammar and editing capabilities and a high level of attention to detail.
• Demonstrates an ability to analyze and interpret data and make strategic program adjustments.
• Is able to travel and available nights and weekends as needed.
• Essential technology skills include familiarity with CRM software, Raiser’s Edge preferred; proficiency with Microsoft Office; Zoom, and social media platforms.
• Embraces the values of Chatham Hall and demonstrates an commitment to fostering an inclusive community.

OTHER INFORMATION:

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

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