SUMMARY:
Chatham Hall seeks two dynamic, collaborative advancement professionals to join its advancement team. The advancement team plays a vital role in supporting the core mission of the School and strengthening the culture of philanthropy and engagement among parents, alumnae and the School’s extended community as we prepare for and engage in a comprehensive campaign. In collaboration with the Chief Advancement Officer, the major gift officer(s) will execute on a campaign plan to achieve goals for strategic priorities. The primary objective is to develop long-term relationships built upon a firm understanding of each donor's interests, values, and passions in support of institutional priorities and needs. The Officer 1) cultivates, solicits, and stewards an assigned group of major gift prospects; 2) identifies and “qualifies” new major gift prospects through an active travel agenda; 3) supports Trustees in their personal outreach 4) expands the planned giving program through an ongoing marketing program and personal visits; 5) Stewards campaign donors, 1894 Society and Esto Perpetua Society members and partners with administrative leadership to prepare annual stewardship reports.

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:
Portfolio and Relationship Management
- Actively manages a portfolio of approximately 125-200 major gift prospects with a mix of cultivation, solicitation and stewardship.
- Develops a plan for each prospect in the portfolio. Partners with others such as Trustees, the Rector, Chief Advancement Officer to carry out this plan as a strategist, primary contact, or combination.
- Travels frequently to conduct in person visits, making approximately 15-20 individual visits per month with at least ⅓ of the portfolio in active solicitation. Solicit blended gifts inclusive of annual fund, capital/endowment, and planned giving.
- Follows school protocols for gift acceptance and documentation of gift agreements.
- Maintains institutional relationship records of visits and fundraising activity in RENXT and demonstrates an ability to move relationships forward in support of school priorities.
- Manages travel expenses and works within budget guidelines. Submits timely receipts and budget coding for approval.

Fundraising Programs Volunteers and Events
- Identifies recruits, and supports the work of campaign volunteers (Honorary Campaign Circle, Ambassadors, etc.)
- Prior to each Board meeting, ensures Trustees have talking points and updated materials in support of their personal outreach
- Advances donor awareness of planned gifts to increase membership in the Esto Perpetua Society. Maintain an awareness of current laws and deferred giving vehicles through professional networks. Evaluate planned gift software vendors and services.
- Plans regional events in support of fundraising and campaign efforts in collaboration with the Director of Alumnae and Parent Relations.
Stewardship and Reporting

- Works with deans, faculty and administrators to write narrative reports for annual donor stewardship of endowed and restricted funds. Partner with the Director of Advancement Services in the execution of this project.
- Reviews and/or prepare appropriate sections of the School’s annual report to donors.
- Stewards the Esto Perpetua Society (planned giving) and 1894 Society (lifetime giving) members

School Life Engagement

- Attends Board meetings, campaign committee meetings, Alumnae Council and/or Parents Committee meetings as requested
- Attends all major school on-campus ceremonies and events. Engages in and attends signature school programs, athletic events, community meals, and traditions in accordance with boarding school community life. Other duties as assigned

Knowledge, Skills, Abilities

- Bachelor’s degree required.
- Prefer 3 -5 years experience in fundraising, a comprehensive understanding of major gift fundraising and knowledge of planned giving. Educational fundraising preferred.
- A goal oriented, highly organized self starter who is able to work independently and manage multiple projects and meet deadlines.
- Must possess superior communications skills, both orally and in writing, and be able to diplomatically articulate the School's highest priorities.
- Possesses strong interpersonal skills, must be personable and approachable with a collaborative spirit, and an ability to manage a wide range of relationships.
- 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 a commitment to fostering an inclusive community.

SUPERVISOR AND DIRECT REPORTS:
The Major Gift Officer reports directly to the Chief Advancement Officer.

OTHER INFORMATION:
This administrative position is full time and benefits eligible. Responsibilities include frequent weekends and evening work. Based on previous experience, the position may be eligible for telecommuting with expectation for a regular schedule of on-campus presence. 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 submit a cover letter, resume, and three references to advancement@chathamhall.org
Position is open until filled.