



Title: Capital Campaign & Advancement Manager

Reports to: Executive Director

Salary Range: Very competitive and adjusted for experience

Type: Full-Time, On-Site (Hybrid within Northern Virginia for exceptional candidates)

About This Role

This role is ideal for a recent graduate or mid-career professional looking to join a high-functioning team at the cutting edge of renewing Catholic education. The Summit Academy is executing [the first of several capital campaigns](#) to build out a full campus, permanently endow the institution, and ensure it remains mission-driven for generations. We need someone who wants to be in the room for high-level donor conversations, manage foundation and corporate relationships, and drive the operational engine behind all of it.

We're a small team moving fast. You will work with the Executive Director and Headmaster every day, and will have frequent exposure to the Board of Directors. This role is designed to grow alongside the school and has a clear path within three to five years to direct major operations of the school. You will learn more from experience in a few years than most entry- and mid-level employees learn in their first ten years.

Duties & Responsibilities

Campaign & Major Gift Operations

- Own the donor pipeline: tracking, moves management, and reporting so leadership always knows exactly where every prospect and commitment stands
- Drive outreach logistics—calls, emails, scheduling, follow-up—so the Executive Director and Headmaster can focus on meetings and asks
- Prepare briefing materials and follow-up communications for major donor interactions
- Participate in and support major donor, corporate, and foundation meetings alongside senior leadership
- Run daily, weekly, and monthly accountability check-ins to review pipeline status, next steps, and pace against goals

Grants & Foundation Relations

- Support and expand grants pipeline: Research funding opportunities, prepare and submit applications in consultation with the Executive Director and part-time Grants Manager, develop additional templates, track deadlines and reporting
- Build and maintain relationships with foundation contacts
- Manage corporate giving outreach and sponsorship opportunities
- Coordinate with leadership on foundation strategy and proposal development

Systems & Infrastructure

- Build and manage CRM systems so donor and enrollment data is clean, current, and actionable
- Document and codify processes so institutional knowledge is retained across future campaigns
- Develop reporting dashboards that give leadership clear, real-time visibility



- Work with any retained consultants to absorb best practices and embed them internally
- Leverage AI within clear boundaries and responsible use guidelines to accelerate research, outreach, and operations

Who You Are

- You take ownership—you don't wait to be told what to do, you figure out what needs to happen and make it happen
- You're relentlessly organized and possess high standards
- You operate with extreme discretion with regard to sensitive information
- You're a clear, professional communicator—in writing, on the phone, and in person
- You're resourceful and creative—you find ways forward when the path isn't obvious
- You're committed to the mission of classical Catholic education

Qualifications

- Bachelor's degree required
- Faithful to the Magisterium of the Catholic Church
- Experience in development, fundraising, enrollment, project management, or a related field is valued, but energy, ownership, and instincts matter more than years on a resume
- Preference is for Fredericksburg-based; hybrid schedule possible for exceptional candidates within Northern Virginia.

Why This Role

- Direct exposure to major donor cultivation, foundation strategy, and corporate partnerships from day one
- A founding role in the school's advancement function—you will shape how it operates across three campaigns and beyond
- More ownership and responsibility than most people see in a decade
- Hands-on mentorship from senior leadership who will invest in your growth
- The chance to be part of building something lasting—a permanent campus, a growing institution, a community with deep roots

Compensation & Support

Competitive compensation; benefits including health stipend, 403(b) retirement plan, and annual retreat stipend, and professional development opportunities.

Application

Submit a cover letter, resume, and list of three professional references to the Executive Director (umarr@thesummitva.org).