



N O R F O L K
C H R I S T I A N
S C H O O L S

POSITION OVERVIEW

Job Title: Advancement Relations Officer

Campus: Upper School

Reports to: Director of Advancement

Status: Part-time, 12 month employee

Start Date: July 1, 2026

Job Description

The Advancement Relations Officer serves as a visible and engaged representative of the Advancement Office within the school and broader Hampton Roads community. This position plays a vital role in strengthening relationships between Norfolk Christian Schools, current and prospective families, alumni, grandparents, donors, volunteers, community leaders, and supporters of the school's mission. He or she serves as a relational bridge between the Advancement Office, the Head of School, and the broader NCS community by helping cultivate meaningful connections, strengthening constituent engagement, and facilitating opportunities for mission-aligned relationship development.

Working closely with the Director of Advancement, this individual will help foster a culture of joyful philanthropy, hospitality, and meaningful community connection throughout Norfolk Christian Schools. This role is ideal for someone who naturally connects with people, enjoys building authentic relationships, and possesses the emotional intelligence and professionalism to represent the school with warmth, discretion, and excellence.

Previous fundraising experience is not required. Norfolk Christian Schools seeks a relationally-gifted individual with strong interpersonal instincts, emotional intelligence, professionalism, and a genuine passion for building meaningful relationships within the school community.

This position supports the relationship cultivation and constituent engagement efforts of the Advancement Office and does not oversee advancement strategy, donor solicitation strategy, or advancement operations.

It is the mission of Norfolk Christian Schools to equip students spiritually, intellectually, and physically to love God and serve Him as Christ's ambassadors in the world.

Qualifications

- A strong personal faith in Jesus Christ and commitment to the mission of NCS
- Exceptional interpersonal and relationship-building skills
- Warm, approachable, and emotionally intelligent demeanor
- High degree of professionalism, discretion, and confidentiality
- Strong verbal and written communication skills
- Ability to comfortably engage with a wide variety of personalities and constituent groups
- Strong organizational skills and follow-through
- Comfortable learning and utilizing donor database systems, including maintaining timely and accurate meeting records
- Ability to work independently while maintaining strong communication and collaboration with the Advancement team
- Previous experience in hospitality, ministry, education, admissions, customer relations, volunteer leadership, or community engagement preferred
- Flexible schedule with availability for occasional evening and weekend events

Personal Characteristics

The ideal candidate will be:

- Fundamentally relational and people-oriented
- A natural connector who enjoys engaging with others
- Trustworthy, dependable, and spiritually mature
- Positive, encouraging, and service-minded
- Highly professional while remaining warm and approachable
- Aligned with the mission, values, and culture of Norfolk Christian Schools
- Comfortable representing the school publicly within the community
- Teachable and eager to learn the culture and goals of Advancement at Norfolk Christian

Key Responsibilities

Relationship Building & Constituent Engagement

- Serve as a visible and welcoming representative of the Advancement Office across Norfolk Christian campuses and community events
- Build authentic relationships with current families, grandparents, alumni, donors, volunteers, faculty, staff, and community supporters
- Assist in welcoming and connecting new families into the Norfolk Christian community

- Identify families, alumni, grandparents, and community members who demonstrate strong engagement, leadership, influence, or philanthropic interest
- Attend school programs, athletic events, performances, donor gatherings, coffees, lunches, and community functions as a representative of Advancement
- Maintain a consistent schedule of personal visits and constituent meetings, with activity goals established annually by the Director of Advancement.

Head of School Relationship Support

- Assist in facilitating relational engagement opportunities connected to the Head of School
- Help coordinate coffees, lunches, gatherings, and constituent touchpoints that strengthen school relationships
- Support relationship continuity and thoughtful follow-up connected to Head of School meetings and engagement opportunities
- Help identify and cultivate meaningful relational connections between school leadership and community constituents
- Serve as a relational integrator by helping connect constituents more deeply into the mission, leadership, and community life of Norfolk Christian Schools

Advancement & Donor Engagement Support

- Serve as an extension of the Director of Advancement by maintaining consistent constituent contact and identifying opportunities for deeper engagement.
- Support the relationship cultivation efforts of the Director of Advancement through intentional community engagement and hospitality
- Assist in cultivating prospective donors through authentic relationship-building and meaningful involvement opportunities
- Help identify pathways for constituent engagement, volunteerism, committee involvement, and mission participation
- Assist with donor appreciation efforts and stewardship activities
- Support advancement-sponsored events, receptions, and cultivation gatherings
- Communicate constituent insights, relationship developments, and engagement opportunities back to the Director of Advancement

Constituent Tracking & Database Communication

- Maintain accurate and timely records of meetings, conversations, interactions, and relationship activity within the school's advancement database system
- Input meeting notes, constituent updates, relationship insights, and engagement activity into Raiser's Edge or other Advancement database systems in a timely and professional manner
- Assist in ensuring constituent records remain current, organized, and informative for advancement strategy purposes
- Maintain consistent communication with the Director of Advancement regarding constituent engagement efforts and relationship development

Volunteer & Community Involvement

- Help recruit, encourage, and support advancement volunteers and parent ambassadors
- Encourage involvement in school events, committees, volunteer opportunities, and advancement initiatives
- Foster a culture of joyful philanthropy, hospitality, and mission engagement throughout the Norfolk Christian community
- Support alumni and parent engagement initiatives as needed

[PLEASE CLICK HERE FOR FULL STAFF EXPECTATIONS](#)