

*Opportunity Statement*

# Chief Advancement Officer

📍 Tacoma, WA

**Start Date:** July 1, 2026



*Leading with Purpose, Intention, and Impact.*



**Location:**  
Tacoma, WA

# About Charles Wright Academy

**Charles Wright Academy (CWA)**, located on a beautiful, wooded 107-acre campus, serves students in preschool through 12th grade. The only coeducational independent preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students' social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.



## *Our Mission:*

To inspire active, joyful learning while nurturing and challenging our students to develop the character, creativity, and skills to successfully navigate the future with confidence.

## *Our Values:*

Excellence, Compassion, Integrity, Respect, Perseverance.

# Position Summary

## *Chief Advancement Officer*

---

The Chief Advancement Officer (CAO) plays a pivotal role in advancing this mission by providing strategic leadership and oversight for all aspects of the school's revenue generation, community engagement, and external relations. A member of the Senior Leadership Team and reporting directly to the Head of School, the CAO leads an integrated Advancement team encompassing Development, Enrollment Management, Marketing, and Community Engagement.

The CAO serves as a key strategic partner to the Head of School in shaping and sustaining the school's financial health and reputation. This role is responsible for driving tuition revenue through effective enrollment management, building philanthropic support through annual giving and capital campaigns, and enhancing the school's visibility and connection with its community through strategic marketing and communications.

The CAO leads a talented team that includes directors and staff in development, enrollment, marketing, and communications, promoting collaboration and alignment across these functions to ensure a cohesive approach to mission advancement and long-term sustainability.

**Salary Range:** \$180,000 to \$200,000





**Shape the  
future through  
advancement.**

# Key Responsibilities

## Strategic Leadership

- Partner closely with the Head of School and CFO on all advancement and revenue strategies, including tuition, financial aid, fundraising, and marketing.
- Develop and execute a comprehensive advancement plan aligned with the school's mission, strategic goals, and financial objectives.
- Serve as a member of the Senior Leadership Team, contributing to strategic planning, institutional priorities, and organizational decision-making.
- Establish and track key performance indicators across advancement functions to measure effectiveness and ensure accountability.

## Development and Fundraising

- Provides strategic leadership to strengthen philanthropic support through successful annual giving, major gifts, and capital campaigns.
- Build and steward relationships with donors, alumni, parents, and community partners.
- Collaborate with the Board's Development Committee to cultivate a culture of philanthropy throughout the school community.
- Oversee prospect research, stewardship, and gift acknowledgment processes.

## Enrollment Management

- Provide strategic leadership for student recruitment, retention, and (with the CFO) financial aid.
- Partner and lead the enrollment management team to design data-informed strategies to attract and retain mission-appropriate students.
- Ensure alignment between marketing, admissions, and financial strategies to meet enrollment and revenue goals.

## Event Support & Communications

- Oversee the development of an integrated marketing and communications strategy that enhances visibility, strengthens brand identity, and supports enrollment and fundraising goals.
- Serve as a key ambassador for the school, articulating CWA's story to internal and external audiences.
- Ensure consistent and compelling messaging across all channels; digital, print, and community-facing platforms.

*Continued* —————>

## Key Responsibilities (cont.)

### Community Engagement

- Foster strong relationships with parents, alumni, and the broader community to deepen engagement and advocacy.
- Partner with faculty, staff, and parent volunteers to build a sense of belonging and shared purpose.
- Represent CWA at school events and community gatherings to strengthen visibility and trust.

## Preferred Qualifications

- Master's Degree required.
- At least 10 years of senior leadership experience in advancement, development, and/or enrollment management in independent schools.
- Proven track record in revenue generation, fundraising strategy, and team leadership.
- Exceptional communication, collaboration, and relationship-building skills.
- Strategic thinker with strong analytical and project management abilities.
- Warmth, empathy, and authenticity in engaging diverse constituencies.
- Strong ethical standards and a demonstrated ability to handle confidential information.
- Entrepreneurial mindset with a commitment to innovation and excellence.





## How to Apply

Charles Wright Academy has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Chief Financial Officer, Stephanie Cisakowski), a resume, and a list of at least three professional references consolidated as a single PDF document to Lynda Hamilton-Kirk at [lynda@doevtailedsourcing.com](mailto:lynda@doevtailedsourcing.com).

*Please do not contact the school directly.*



**CHARLES WRIGHT  
ACADEMY**

**7723 Chambers Creek Road West  
Tacoma, WA 98467**

[www.charleswright.org](http://www.charleswright.org)

# Tacoma, Washington

Nestled along the shores of Puget Sound with sweeping views of Mount Rainier, Tacoma, Washington, is a vibrant city that blends natural beauty with creative energy. Known for its thriving arts scene, historic architecture, and revitalized downtown, Tacoma offers a welcoming mix of culture and community. The city's waterfront parks, museums, and local restaurants create a lively atmosphere, while its proximity to Seattle and the mountains makes it ideal for both urban and outdoor adventures.



## Highlights

### Dining and Entertainment

A lively mix of locally owned restaurants, craft breweries, and live music venues that showcase Tacoma's creative spirit.

### Outdoor Recreation

From waterfront trails to nearby mountains, the area offers endless opportunities for hiking, biking, kayaking, and exploring nature.

### Arts and Culture

Home to renowned museums, public art installations, and a thriving community of artists and makers.

### Scenic Views

Sweeping vistas of Puget Sound, Mount Rainier, and the Olympic Mountains make Tacoma a truly picturesque place to live and visit.

### Community and Events

Year-round festivals, farmers markets, and local gatherings create a warm, welcoming atmosphere for residents and visitors alike.