



Chief Advancement Officer



The [Madeira School](#), a nationally acclaimed boarding and day school with a mission of “launching women who change the world,” invites applications for its next Chief Advancement Officer (CAO). Situated on a stunning 376-acre campus just outside Washington, D.C., in McLean, VA, Madeira is a leader in girls’ education, grounded in a mission and values that champion active, experiential, joyful, and deeply personal learning.

This moment represents an exciting and pivotal chapter for Madeira. The school is fiscally strong, fueled by the successful conclusion of its \$100 million campaign and an extraordinary recent \$60 million gift, which is the largest ever to an all-girls independent school. Under the leadership of Head of School Christina Kyong, a dedicated Board of Trustees, and a stellar senior administrative team, the CAO will join a warm and thriving community that is poised to elevate its philanthropic impact. This is an exceptional opportunity for an experienced advancement leader to shape strategy, mentor a talented team, and help propel an iconic institution toward its next era of impact.

MISSION, VISION, VALUES, & PROGRAM

[Madeira's mission](#) is both bold and clear: “launching women who change the world.” This, along with the school’s values (awareness of self and others; compassion; creativity; intellectual curiosity; integrity; and resilience), shapes the educational experience and personal growth of the young women it serves. The mission is a guiding light for both students and adults alike.



With [a vision](#) to be a place that is “leading innovation in girls’ education,” Madeira offers an intentionally designed curriculum that is both ambitious and girl-centered, practical, and imaginative. Guided by caring, expert teachers who model the school’s values, learning at Madeira stems from innovative and developmental pedagogy, which builds critical thinking, creativity, and problem-solving skills. This educational approach not only prepares students for their future academic and professional endeavors but enables them to understand

themselves in relation to others, to be informed about their changing world, and to participate actively and confidently in life through leadership and service. Madeira recognizes the inherent leadership potential in every student and actively works to cultivate these qualities. Leadership is not confined to formal roles but is woven into the fabric of daily life, encouraging each young woman to find her voice, take initiative, and push to be her very best self.

Furthermore, the community holds dear the motto “*Festina Lente*,” or “Make haste slowly,” with a commitment to continue to move progress forward while giving initiatives the time they desire. Indeed, Madeira’s faculty aren’t afraid to think outside the box in order to best serve students. A [modular schedule](#) incorporates three classes at a time, allowing for more focus on ambitious learning and retention, incorporating classroom instruction and real-world experience. Each Madeira girl graduates with an impressive resume made possible through their participation in [Co-Curriculum](#), the school’s award-winning, immersive, real-world experiential learning program, which provides students with five weeks of college-like internships in community services, on Capitol Hill, and in a career interest or passion. Madeira is the only school in the country where 100 percent of students graduate with three amazing internships. Paired with an [extraordinary faculty and staff](#) and small class sizes, girls immerse themselves in highly interactive and collaborative learning in a supportive environment that builds confidence.

Madeira is committed to creating an [intentionally diverse and connected community](#) where all students feel seen, known, and valued, and understand that they belong. Believing that a diverse, inclusive environment is directly linked to scholastic excellence and student wellness, the community is committed to fostering a healthy environment centered on active listening, courageous conversations, and compassionate leadership. Collective empathy drives the learning community and is vital to Madeira’s mission. All campus community members have a shared dedication to both challenge and support one another, to approach one another with curiosity rather than judgment, to celebrate both differences and

commonalities, and to be critical thinkers and agents of justice. The result is women who are empowered to be change-makers and leaders in a global society.

For the 2025-26 school year, Madeira is focused on the [theme of thriving](#). Reflecting a supportive and engaging learning environment, the campus invites the community to create a space where each individual is supported and empowered to grow into their personal best through six elements of THRIVE (Trust, Health, Resilience, Integrity, Vulnerability, and Emotional Intelligence).

HISTORY AND LOCATION

Established in 1906 by Lucy Madeira “for the purpose of preparing girls for the leading women’s colleges,” the school incorporated as The Madeira School in 1936, moving from Washington, D.C., to the suburb of McLean, Virginia. Today, Madeira occupies a unique niche as the only girls’ boarding and day school located in a major metro area.

Located in Fairfax County, McLean is a lovely, walkable community that is known as one of the best places to live in Virginia. Restaurants, coffee shops, and parks are abundant, and the Potomac River and rolling hills offer residents many options for outdoor pursuits. Its proximity to Washington, D.C., along with it being one of the safest communities in the country, makes it a wonderfully attractive place to live and work.



[Madeira’s 376-acre campus](#) is often compared to a national park given its beauty and tranquil setting. The Oval is a central community gathering space and offers a beautiful place for students to learn, grow, and discover who they are uniquely meant to be. The campus is a reflection of the plethora of opportunities available to its students -- from a new STEAM Academic Center that opened in the Fall of 2023 to a new Equestrian Center opening in the summer of 2026 to an Auditorium that boasts 600 seats with adjacent dance studios and private music rehearsal rooms -- it is apparent that intentionality toward creating an environment uniquely suited to the growth of girls is reflected in each building and outdoor space that make up the Madeira campus.



FAST FACTS

- #2 Ranked Best Boarding School in Virginia (Niche 2026 Best High Schools)
- 338 students
- 49% students of color
- 14% international students representing 37 countries
- 4:1 student: adult ratio
- 36% of students receive financial aid
- 50% boarding/50% day students
- 91% of faculty hold advanced degrees
- 100+ sports, activities, and clubs
- 6,000+ active alumni



LEADERSHIP

Head of School

Christina Kyong became Madeira's 11th Head of School in the 2023-24 school year. Her keen intellect, warm demeanor, and dedication to women's education have enabled her to build authentic relationships across campus. Coupled with her impressive educational pedigree, including a B.A. in History from Smith College, a Master's in Education from Harvard, and a Certificate in Administration and Supervision from

Johns Hopkins, Christina has served both schools and education-focused nonprofits for over 30 years. Her vast and diverse experience as a teacher, dorm parent, curriculum designer, division head, and Associate Head of School have prepared her well to lead Madeira into the next phase of its educational mission. She is eager to further develop her skills as a fundraiser and to partner closely with the next CAO to support the school's aspirations.

Board of Trustees

A dedicated group of 23 alums, parents, and community volunteers comprises [Madeira's Board of Trustees](#). Charged as keepers of the mission and long-range strategic planning for the school, members of the Board are Madeira's legal fiduciaries. The Board is currently chaired by Carrie Southworth Johnson '95, who brings a strong track record in advocacy, nonprofit governance, and mission-driven entrepreneurship. With a master's degree in macro social work, she lends deep expertise in issues at the intersection of philanthropy, public policy, equity, and education.

ADVANCEMENT AND FINANCIAL OVERVIEW



In June of 2021, Madeira celebrated the close of a historic campaign, *All the Difference*, with over \$100M raised. This accomplishment places Madeira's advancement operation in rarefied air and among the top-performing fundraising operations in the nation.

Madeira boasts a \$29 million annual operating budget with income from the annual fund at \$1.7 million and an endowment valued at \$140 million. Madeira does not have any debt and holds nearly \$10 million in cash and capital maintenance reserves. Tuition

currently ranges from \$58,000 for day students to \$74,500 for boarding students and comprises 67 percent of revenues. Madeira is committed to meeting 100 percent of a family's demonstrated need, and approximately \$4.5 million is awarded annually.

In January 2025, Madeira received a landmark \$60 million contribution from an anonymous alumna. At the request of the donor, after being invested for at least five years as part of Madeira's endowment, the gift will be integrated into the school's strategic priorities to ensure a thoughtful and impactful approach to supporting Madeira's innovative educational programs.

While fiscally sound, there is ambition to both increase unrestricted support through The Madeira Fund and to continue to grow the endowment. This is a reflection of the Board and administration's desire and commitment to deepen the impact philanthropy has across campus on behalf of its students and teachers.



CHIEF ADVANCEMENT OFFICER OPPORTUNITIES AND RESPONSIBILITIES

Joining an energetic, dedicated, and mission-driven staff that is poised to take Advancement at Madeira to the next level, the Chief Advancement Officer serves as the school's chief fundraising and engagement officer. Reporting to the Head of School, the CAO is responsible for advancing the mission of the school by serving as a strategic thought leader and champion, working tirelessly to broaden and deepen sustained engagement with and philanthropic support for the school. As a collaborative leader, the CAO will partner closely with the Head of School, Board of Trustees, senior administration team, and staff and faculty across campus. Living on campus and being part of a small community, they will serve as an officer on duty. Furthermore, the CAO will provide leadership support and mentorship to a fully staffed team of employees holding the following positions within the advancement office: Advancement Associate, Assistant Director of Alumnae and Parent Engagement, Director of Alumnae and Parent Engagement, Director of Advancement Services, Director of Annual Giving and Analytics, Director of Major and Planned Giving, Donor Relations and Stewardship Coordinator, and Major Gifts Officer. They will also work diligently on the following opportunities and priorities:

- **Supporting and mentoring a talented and unified team:** The CAO will be charged with leading the Advancement staff of eight (not including the CAO). Through tailored mentorship and strategic leadership that allows staff to be supported yet entrusted to utilize their expertise, the CAO will aid in the creation of a welcoming, supportive, ambitious, and high-achieving culture within the department that will be contagious across campus and bring joy to those who interact with the Advancement staff.
- **Enhance a culture of philanthropy across all levels of the school:** Building upon a solid foundation, the CAO will strive to both deepen and broaden a culture of philanthropy on campus, with alums, throughout various volunteer groups, and within the community more broadly. Not only will they lead through participation in this work, but they will also inspire and empower the entire Advancement team to further this work. Specifically, the CAO will provide coaching and guidance to foster engagement, fundraising, and stewardship skills for school leadership and key volunteers in order to extend the school's reach and expand the Madeira donor community.

- **Plan for the next campaign:** With the last comprehensive campaign closing in 2021, the community is looking to begin planning for the next campaign, likely to coincide with the school's 125th anniversary in 2031. Preparations will include, but not be limited to, reviewing and enhancing Advancement's systems and approaches to supporting the full donor lifecycle; assessing staffing, programs, and events to align with best practices and Madeira's core needs; and the adoption of metrics-driven approaches to inform decision making.
- **Direct donor and prospect management:** As the school's chief fundraiser, the CAO will be comfortable managing a portfolio of leading prospects and historic donors. This active engagement will include qualifying, cultivating, soliciting, and stewarding individuals, families, and organizations. They will embrace the opportunity to engage with a wide array of potential donors, from recent alums to disengaged or disgruntled former donors, to new sources of foundation funding.

DESIRED QUALIFICATIONS AND CHARACTERISTICS

Madeira seeks to employ candidates with a high degree of cultural competency and emotional intelligence, who are passionate about girls' education and leadership, and who have a desire to fully engage in the life of the school. Ideal candidates will be forward-looking, intrinsically motivated, planful yet action-oriented, student-oriented, strategic, and highly relational. Candidates for the role must have at least 10 years of advancement experience, preferably in a school or higher education setting. They should also demonstrate experience playing a leadership or major role in a successful comprehensive campaign, and ideally will have exposure to a broad array of advancement elements (e.g., major donors, planned giving, annual fund, parent and alumni relations, etc.).

Additionally, ideal candidates will demonstrate many of the following qualifications and characteristics:

- Skills as an inspirational storyteller
- Collaborative and supportive colleague-engagement style, focused on what is best for the institution rather than any individual
- Desire to be a visible and active member of a small, close-knit community
- Experience carrying a substantive portfolio of major and principal-level donor prospects
- Experience partnering with and coaching school leadership and volunteers in advancement work
- Commitment to utilizing data-informed decision-making
- Honed managerial and mentorship skills and a desire to invest in and inspire a talented team
- Knowledgeable about best practices as they relate to advancement work
- Comfort with traditional, successful methods of philanthropic engagement and a desire to innovate and "think outside the box" where appropriate
- Nimble and flexible when unexpected challenges arise
- A desire to commit to the Madeira community for the long term and see through the next comprehensive campaign
- Ability to be supportive, kind, and engaging while pushing progress forward at an exciting, yet sustainable pace
- Superior presentation, writing, and verbal communication skills
- A welcoming and good sense of humor

Participation in anticipated regular (several days a month) national and periodic (every other year) international travel is required. Salary is competitive and commensurate with experience, and the position must be performed on site in Virginia. Madeira anticipates a salary range of approximately \$225,000 to \$275,000 and offers a generous benefits package, housing, and tuition remission.

APPLICATION PROCESS

DSG | Storbeck has been exclusively retained for this engagement, which is being led by Managing Director Ruth Shoemaker Wood, Ph.D. and Managing Associate Anne Koellhoffer. For best consideration, submit a compelling two- to four-page cover letter and CV via the [Talent Profile](#) before February 13, 2026. *All inquiries are strictly confidential.* The CAO is expected to start no later than July 1, 2026.

The Madeira School is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the school are based on merit, qualifications, and skills. The school strictly prohibits and does not tolerate discrimination against employees or qualified applicants because of race, color, religion, national origin or ancestry, ethnicity, sex (including pregnancy, childbirth, or related conditions), sexual orientation, gender identity or expression (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information or characteristic, marital status, or any other characteristic protected under applicable federal, state or local law. All employees (of any classification) and representatives of the school are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including but not limited to hiring, training, promotion, discipline, compensation, benefits, and termination of employment.