About the Virginia Athletics Foundation

The Virginia Athletics Foundation (VAF) is a comprehensive 501(c) 3 fundraising organization that raises funds to support the University of Virginia athletics program. Over the past five years, VAF has averaged over $39 million in total gifts—including annual giving, facility improvement, endowments and special use gifts.

A strong annual giving program ($19 million goal for 2019) has been vital to the overall success of Virginia Athletics and the Foundation. The annual giving program includes gifts ranging from $1-$150,000 from over 9,000 donors. The annual fund is the primary source for scholarship funding and also provides a portion of the operational budget support for the Olympic sports. Donors can give to the unrestricted general fund or make sport-specific annual gifts designated as Friends Of gifts.

Virginia Athletics has launched a $180 million athletics master plan project that will be a significant focus over the next 4 years. This facility fundraising effort is in addition to the ongoing annual fund and endowment fundraising.

The Foundation is one of 26 related foundations at the University of Virginia with an active Board of Trustees and a staff of 22. This fall, the University of Virginia publicly launched the $5 billion Honor the Future – The Campaign for the University of Virginia. The Foundation’s campaign goal is $500 million, which includes annual giving, facility giving and endowment gifts.

Description of Duties

- Answer phone and distribute calls in a timely and efficient manner
- Respond clearly and concisely to inquiries regarding basic VAF information, events, giving levels and benefits, donor accounts, etc.
- Greet visitors for the Foundation and Sports Promotions
- Stay informed at all times on the details of special events, athletic contests, etc.
- Provide administrative support for the Executive Director and other Directors, as requested
- Provide administrative support for Director of Administrative Operations, as requested
• Assist with stewardship of donors, as needed
• Assist with copyediting for invitations, flyers, Annual Campaign materials, *Cavalier Corner*, etc.
• Prepare and distribute envelopes and sport-specific (Friends Of) thank you note cards to the coach of each sport
• Administer the Car Dealer Program, which includes keeping records up-to-date for each car, its driver and insurance; distributing decals; handling fines and fees; maintaining database; handle details when cars are exchanged and assisting with game day program ads
• Plan meals and setup for VAF Board Executive Committee meetings
• Prepare check bank deposits daily and cash deposits as needed
• Scan check batch(es) to the bank
• Maintain staff calendars
• Prepare agendas and take minutes for Monday staff meetings
• Update Paciolan accounts from reports, returned mail, deceased lists, and credit card and deposit batches
• Order office supplies, reconcile office supply expenses monthly and assure the store room remains organized
• Maintain phone directory, emergency contact, and staff roster lists
• Assist with mailings and invitations, as needed
• Process gifts paid by check or cash
• Scan materials, as requested
• Assist with special events, as needed
• Assist with the responsibilities of other administrative staff in their absence
• Other projects or assignments as needed throughout the year

**KNOWLEDGE, SKILLS AND ABILITIES**

• Enthusiasm for Virginia Athletics
• Enjoys interacting with people by phone and in person
• Provides excellent customer service
• Positive attitude and professional appearance
• Exceptional organizational skills
• Strong multi-tasking skills
• Ability to meet deadlines and work with others
• Excellent computer knowledge and skills
• Ability to learn new computer programs quickly
• Strong written and verbal communication skills
• Respect for sensitive and confidential information
• Attention to detail
• Punctual and dependable
• Demonstrates flexibility
• Ability to work without direct supervision
• Enjoys being part of a team approach to work

To apply, please e-mail a resume and cover letter to Kim McKean, Director of Administrative Services, Virginia Athletics Foundation, kaj7c@virginia.edu