Development Associate

The College Foundation of the University of Virginia, a 501(c)(3), which exists to raise funds that support the College and Graduate School of Arts & Sciences, is conducting a search for a Development Associate.

The Development Associate will function as the administrative support for multiple Development Officers (DO) who generate philanthropic support for the College and Graduate School of Arts & Sciences, the largest school at the University of Virginia.

The successful candidate will have at least two years of previous experience in administrative support or similar role. This position provides support such as scheduling, making travel arrangements, and preparing presentation materials, reports or materials as needed. All candidates must have experience promoting a diverse workforce and inclusive environment.

The successful candidate will have strong attention to detail, a high degree of accuracy, and exemplary time management skills. The incumbent should possess strong customer service skills, including ability to professionally interact with a variety of constituents. A high level of discretion, confidentiality, and patience are essential.

**Responsibilities**

- Provides general administrative support such as filing, preparing correspondence, photocopying, sending mail and packages, and scheduling meetings. Maintains donor records and files (physical and digital).
- Makes travel arrangements within travel guidelines. May be asked to help schedule, confirm or rearrange appointments during trips. Helps in preparation of expense reimbursements.
- Prepares customized donor reports, giving statements, pledge forms and other documents as needed. Enters DO activity into database to include contact reports, proposals and follow-ups. Provide monthly activity report.
- Provides administrative support to DO liaison for volunteer committees that would include taking meeting notes, creating of spreadsheets, metrics, charts and presentations to track volunteer fundraising activity and entering information into the database as needed.
- Provides prospect and portfolio support to DO that includes review of stages, proposals and activity. Assists with prospect research, reviewing and highlighting lists provided to DO.

**Work Qualifications**

Degree required: High School Diploma, GED equivalent, or at least two years of experience in administrative support or similar role.
This position requires proficiency with Microsoft Office Suite. Occasional evening and weekend work is required.

Minimum level of relevant experience: Preference for at least 2 years of administrative support experience. Consideration may be given to candidates with at least 2 years of experience in a position with transferable skills.

**To Apply**
Applicants should apply online using the College Foundation portal, [http://give.as.virginia.edu/employment-opportunities](http://give.as.virginia.edu/employment-opportunities). Review of applications will begin on March 22, 2021. The position will remain open until filled. The College Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, color, disability, gender identity or expression, marital status, national or ethnic origin, political affiliation, pregnancy (including childbirth and related conditions), race, religion, sex, sexual orientation, veteran status, and family medical or genetic information, or status as a covered veteran in accordance with applicable federal, state, and local laws.

The starting annual salary will be at or above $40,000, commensurate with experience. The College Foundation offers generous benefits, including full health insurance coverage for employees and a 403(b) retirement plan. In 2017 and 2020, The Nonprofit Times recognized The College Foundation as one of the top 50 nonprofit employers in the country.

The College Foundation of the University of Virginia is a 501(c)(3), University-Related Foundation whose mission is to raise and invest private funds for the benefit of the College and Graduate School of Arts & Sciences. Governed by a 40-member volunteer Board of Trustees, and organizationally aligned with the Dean of Arts & Sciences, it employs a team of approximately three dozen advancement professionals who focus on development, donor relations, and marketing, and their related support functions.