

Madison House Director of Advancement

Background

For more than fifty years, Madison House has served as the volunteer center for students at the University of Virginia. In a typical year, thousands of students work weekly volunteer shifts through Madison House at area nonprofits, schools, and healthcare facilities. Madison House builds community partnerships to address community needs, while focusing on the educational and professional growth of our student volunteers.

Job Purpose

The Director of Advancement will take a senior leadership role at Madison House. They will be a strong collaborative partner with the Executive Director, Director of Communications, Programs and Operations staff, students, board members, and University partners.

The Director of Advancement will spearhead all development efforts at Madison House. Working closely with University Advancement, and with direct access to UVA's Advance database, the highly motivated **Director of Advancement will lead efforts to realize the full giving potential of our Madison House alumni** – one of the largest alumni constituencies at the University of Virginia.

The Director of Advancement will lead the coordination of Madison House's \$10M comprehensive campaign, and achieve or exceed an annual fundraising goal of \$850,000 for the organization. Madison House's efforts embody the core UVA tenets of student leadership and self-governance, and align with the goals of the University's Honor the Future campaign. Although Madison House partners closely with the University, it is an independent 501(c)(3) non-profit organization.

This position reports directly to the Executive Director.

Key Duties and Responsibilities

Annual Fund & Major Gift Development

- Lead all fundraising efforts to realize the full giving potential of Madison House alumni and friends;
- Supervise the Assistant Director of Annual Giving and any other development staff;
- Develop and execute a comprehensive, coordinated and consistent annual fundraising program in close collaboration with the Executive Director, Assistant Director of Annual Giving, and the Director of Communications;
- Travel regularly to develop relationships with alumni, parents of current/former volunteers, and friends of Madison House, building a robust portfolio of major gift prospects including leadership annual donors (\$1,000 to \$10,000) and major donors (gifts over \$10,000);

- Work independently and creatively to match donors interests with institutional priorities, develop funding proposals, and negotiate and structure major gifts;
- Identify major prospects for the Executive Director and support his efforts through the cultivation, solicitation and stewardship process;
- Meet with the Programs team regularly to determine program fundraising needs and to stay up to date on program changes and achievements; and,
- Work with the Director of Communications in the production of the annual report.

Data Management

- Provide monthly gift reporting;
- Coordinate ongoing data cleanup and data entry projects;
- Ensure that all Madison House leadership past and present is captured in the Advance database;
- Work collaboratively with the Programs team and the Director of Communications to effectively capture volunteer participation data;
- Follow University Advancement protocols for entering all data related to donor outreach and gift proposals in the Advance database; and,
- Coordinate the management of Madison House honor roll and letter salutations in the Advance database.

Stewardship & Donor Relations

- Coordinate consistent and appropriate donor recognition, including gift acknowledgement and annual report honor roll listings; and,
- Utilize student leaders, interns, and Madison House Alumni Council members for thanking donors.

Alumni Relations

- Serve as staff liaison to Madison House Alumni Council (MHAC);
- Provide guidance to the MHAC Planning committee as they coordinate the MHAC annual retreat and develop the agenda;
- Coordinate a Madison House-specific solicitation for the 4th Year Class Giving effort;
- Develop strategic goals for MHAC, as a whole and by committee in accordance with the MHAC executive committee and the Executive Director;
- Oversee the coordination of the Reunions weekend events for alumni; and,
- Oversee the coordination of the annual Legacy of Service event.

Administrative & University Community Relations

- Develop relationships across Grounds by attending University Advancement Community events;
- Collaborate and strategize with the board regarding cultivation, solicitation and stewardship of prospective board members and donors;
- Serve as staff liaison to Madison House Board committees as requested;
- Provide staff support to Madison House-sponsored fundraisers and receptions; and,
- Other related duties as assigned by Executive Director

Work Qualifications

- Bachelor's degree and at least five years of development experience required, Master's degree preferred;
- The candidate should be strategic and goal-oriented, and knowledgeable about different areas of fundraising including annual fund and major gift development;
- A distinguished professional and team player, the candidate should have a strong track record of securing significant gifts and philanthropic commitments at increasing levels, and success managing complex relationships, preferably in a higher education setting;
- Excellent organizational, written, and oral skills are required;
- Candidates from diverse backgrounds are encouraged to apply;
- An ability to work cooperatively with various groups of people is also required;
- The successful candidate should enjoy working with people and have demonstrated the ability to manage multiple and complex projects, meet deadlines and adapt to changing priorities and needs;
- The ability to travel is required;
- Frequent evening and weekend work is required;
- Candidates will be expected to meet the University of Virginia's covid vaccination requirements if hired;
- Familiarity with UVA's development community, Advance, and Advance Reports is preferred but not required.

Compensation and Benefits

This is a full-time, salaried position with a salary range of \$80,000-\$100,000.

Madison House benefits include employer paid health, vision, and dental insurance for the employee.

The employee has the option to participate in the health care and/or dependent care FSA. Madison House contributes 5% to the employee's 401k plan after the first six months of employment. Madison House has 12 annual holidays as well as two weeks off for the winter break. In addition to the company days off, new employees accrue 176 PTO hours in the first year of employment. Madison House offers a flexible hybrid work environment based in Charlottesville.

To Apply

Interested candidates should send a resume, cover letter, and list of three references to Anna Byfield, Director of Operations, at the following email address: abyfield@madisonhouse.org. Application materials received by December 5, 2021 will receive full consideration, and the position will remain open until filled.