Position Title: Advancement Coordinator

The McIntire School of Commerce Foundation at the University of Virginia is seeking an energetic and collaborative Advancement Coordinator to join our collaborative Advancement Team. The McIntire Advancement Team engages, cultivates, solicits, and stewards alumni, parents, friends, volunteers, and corporate partners around the world. Our approach is thoughtful, meaningful, and constituent-centric. The Advancement Associate will function as the general administrative partner for the Foundation’s Advancement Team and Foundation Executive Director and will be a proactive and self-starting member of the team. We offer a fun, engaging, and flexible work environment.

The University of Virginia is one of the highest-ranked public universities in the United States, and the McIntire School of Commerce (www.commerce.virginia.edu) awards a Bachelor of Science in Commerce, and Master of Science degrees in the Management of Information Technology, Business Analytics, Commerce, Accounting, and Global Commerce. McIntire is recognized for excellence and innovation in undergraduate and graduate business education and scholarship. The McIntire School is dedicated to educating and inspiring students to become visionary leaders who shape global business with integrity, purpose, intercultural fluency, and a fundamental understanding of how commerce can contribute to the common good for all. We are committed to a policy of equal opportunity for all persons and welcome diversity in all forms. The Advancement Team and Foundation support the school and the mission of the school.

The ideal candidate must be a versatile and creative team player with strong organizational skills, the ability to multitask, and a client service orientation. The Coordinator will be the friendly front face for guests, manage the day-to-day office operations, travel schedules, meetings, donor records, and stewardship reports. The Coordinator will also support engagement-related activities such as Board meetings and management of related events. As a team, minimal lifting and carrying as well as occasional evening and weekend work are expected.

Qualifications

Required

- Minimum 3 years previous experience in administrative support or similar role.
- Demonstrated knowledge, skills, abilities, and experiences that support a diverse workforce and inclusive environment.
- Strong customer service skills, including the ability to professionally interact with a variety of constituents.
- Ability to plan, develop, schedule, and manage multiple projects to completion, strong time management, attention to detail, and quality focus.
- Demonstrated ability to work independently as well as part of a team and exhibit a
high level of discretion, confidentiality, and patience
• Proficiency with Microsoft Office Suite.

Preferred
• Associate or Bachelor’s degree in Administration, Business, or related field.
• Familiarity with philanthropic organizations.
• Experience using a CRM (customer relationship management system), electronic databases, and sophisticated internet-based research.

Anticipated Hiring Range: $50,000 – 65,000

To Apply

Interested applicants should email their resume and cover letter to include their interest, knowledge, skills, abilities, or experience related to the position to Brandy Amos, Human Resources Coordinator at bamos@virginia.edu.

Review of applicants will begin April 4, 2022, and the position will remain open until filled.

The University of Virginia, including the McIntire School and the McIntire Foundation, are fundamentally committed to the diversity of our faculty and staff. We believe diversity is excellence expressing itself through every person's perspectives and lived experiences. We are equal opportunity and affirmative action employers.