



UNIVERSITY  
of VIRGINIA

McINTIRE SCHOOL of  
COMMERCE FOUNDATION

### **Position Title: Associate Director of Development**

The McIntire School of Commerce Foundation at the University of Virginia is seeking an energetic and collaborative Associate Director of Development. 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 position requires frequent travel and diligent preparation and follow-up. Organization, initiative, flexibility, superior communication skills, and the ability to work both independently and in coordination with colleagues are vital to success in this position. We offer a fun, fast-paced, supportive, and flexible professional team.

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](http://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 Associate Director of Development will build and manage a portfolio of donors and prospects and will identify, qualify, cultivate, solicit, and steward donors and prospects believed to be capable of making leadership and major gifts in support of the School and its \$250 million *Inspire the Next Century Campaign*. The Associate Director will be expected to meet defined visit, proposal, and solicitation goals, and to work closely with team members, volunteers, and other stakeholders to achieve these goals. The Associate Director will attend fundraising events and assist with donor stewardship. The McIntire Advancement Office offers a flexible and hybrid workplace. All team members must have access to and maintain a secure home office environment with high-speed internet service and work collaboratively with others using a variety of technologies and tools.

### **Qualifications**

- Bachelor's degree and 3+ years of previous fundraising or sales experience.
- Inclusive Excellence - Demonstrated knowledge, skills, abilities, and experiences that support a diverse workforce and inclusive environment.
- Interpersonal Versatility - The proven ability to exercise discretion and good judgment; the ability to work well with a variety of diverse constituents; excellent written and verbal communication skills with an enthusiastic and positive approach

- Team Player - The ability to work both independently and in coordination with colleagues is vital to success in this position.
- Organizational Expertise - Ability to plan, develop, schedule, and manage multiple projects to completion with diligent preparation and follow-up.
- Demonstrated success with individual solicitation in education, nonprofit, or corporate setting is highly preferred.

**Anticipated Hiring Range:** \$75,000- 85,000

### **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](mailto: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.*