

THE COLLEGE FOUNDATION

OF THE UNIVERSITY OF VIRGINIA

Director of Development- Major Gifts

Position Objective and Job Summary

The College Foundation of the University of Virginia, which exists to support the College and Graduate School of Arts & Sciences, is conducting a search for a full-time Director of Development – Major Gifts. The Director of Development is charged with the cultivation, solicitation and stewarding of major gift prospects and donors of the College and Graduate School of Arts & Sciences.

Key Duties and Responsibilities:

Major Gift Fundraising Activities

1. Develop relationships and actively solicit gifts from a portfolio of 125 current and prospective major gift level donors (\$100,000+). Manage and create personalized strategies around potential gifts ranging from \$100,000 to \$1 million, collaborating with colleagues from other areas of the University where appropriate.
2. Conduct at least 144 visits annually in assigned territories. Must manage travel expenses in line with an approved travel budget.
3. Actively seek leadership level unrestricted gifts and pledges to the College unrestricted annual fund.
4. Prepare proposals, stewardship plans, and other correspondence for prospects, collaborating as necessary with the Dean's office, Donor Relations, faculty/program administrators, College Foundation board members, Associate Vice President of Development and the President of the College Foundation.
5. Motivate and support volunteers for cultivation, solicitation and stewardship calls. This may involve managing a regional board of volunteers.
6. Maintain in-depth knowledge of the College's campaign fundraising priorities, including academic and extra-curricular programs and key faculty administrators.
7. Assist in the identification and collection of pledge payments for donors within portfolio and assigned territories.

Broader Responsibilities

1. Participate in periodic meetings and review reports to monitor prospect cultivation stages and progression.
2. Support relationship-tracking mechanisms for monitoring designated prospect involvement across the University.
3. Lead or participate in projects within the fundraising team and/or across the College Foundation aimed at ensuring the overall success of the organization.

Work Qualifications:

- Degree required: Bachelor's Degree is required.
- Minimal level of relevant experience: Not less than 4 years of experience in a position(s) with similar responsibilities.
- A distinguished professional and team player with 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.
- High personal standards are required, including excellent organizational, written and oral skills. An ability to work collaboratively with various groups of people also is required.
- The successful candidate should enjoy working with people, especially high-profile donors, and work well under pressure. The candidate should also have demonstrated the ability to manage multiple and complex projects, meet deadlines, and adapt to changing priorities and needs.
- Strategic and goal-oriented, knowledgeable about capital campaigns, and experienced in structuring and documenting major gifts.
- All candidates must have experience promoting a diverse workforce and inclusive environment.
- This position requires knowledge of basic computer skills and programs, including Microsoft Outlook, Word, and Excel.
- Working knowledge of additional software utilized by the development office, such as AdvanceWeb, EverTrue, and Tableau, is preferred.

Working Conditions:

- The ability to travel is required. Typical travel required includes travel via automobile, train, or plane approximately 6-8 days per month.
- Some evening and weekend work is required.

To Apply

To apply, please submit a cover letter and resume to Misty Cauble, Associate Director of Office & Human Resources Administration, at misty.cauble@virginia.edu. Review of applications will begin immediately. The position will remain open until filled.

The College Foundation is an Equal Opportunity Employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply. The annual salary will be commensurate with experience. The College Foundation offers generous benefits, including full health insurance coverage for employees and a 401(k) retirement plan.

In 2017, 2020, and 2021 The Nonprofit Times recognized The College Foundation as one of the top 50 nonprofit employers in the country.