Assistant/Associate Director of Development—McIntire Foundation

Part I: Organization Information

Organization: McIntire School of Commerce Foundation
Department: Advancement
Reports to: Assistant Dean for Advancement
Supervises Directly: N/A

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. We support the School’s mission by:

- Creating an overall experience that makes our alumni, parents, friends, and corporate partners proud to support and maintain their association with the McIntire School of Commerce
- Leveraging the expertise and resources of our constituents to add value both in the classroom and globally
- Engaging constituents through events, communications, and experiences that enrich them both personally and professionally
- Understanding the School’s priorities and cultivating donors’ interests and passions to facilitate mutually beneficial philanthropic opportunities
- Conveying the importance and impact of philanthropic support

Part II: Position Summary

The Assistant/Associate Director of Development (ADOD) works on behalf of the McIntire School of Commerce. The McIntire School of Commerce Foundation is the fundraising and financial nexus of private support for the School. As part of the McIntire Foundation and its Advancement team, the ADOD 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. To start, the ADOD will be focused on alumni, parents, and friends in the Northern Virginia area, home to the largest concentration of McIntire alumni. Additional territories will be assigned.

The incumbent 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
incumbent will staff engagement and fundraising events in their assigned territories and assist with donor stewardship.

**Part III: Responsibilities**
Responsibilities include, but are not limited to:

- Identifying, qualifying, cultivating, soliciting, and stewarding philanthropic support from current donors and new prospects in coordination with development officer colleagues.
- Building and managing a portfolio of leadership annual giving ($25K+) and major-gift level ($100K+) donors and prospects and moving them toward giving levels that achieve long-term fundraising goals for the McIntire School of Commerce.
- Planning and executing 15-18 substantive visits monthly (in-person and via Zoom) to current and prospective McIntire donors – includes visit preparation and timely follow up with each prospect.
- Responding to constituent and donor inquiries in a timely, informative, and professional manner.
- Advancing the mission of the School by raising annual fund, current use, endowment, and planned gifts for key campaign priorities including students, faculty, curriculum and research, and physical space.
- Creating personalized strategies to cultivate, solicit and steward individuals within his/her portfolio.
- Managing travel - including budget, event planning support, donor visits, and timely follow up both internally and externally.
- Conducting regular review of major gift pipelines, activity, and proposals across development officer team through reporting and analysis.
- Working with McIntire School leadership, faculty, and volunteers to engage prospects and to develop and implement cultivation and solicitation plans.

**Part IV: Qualifications**

To fulfill the responsibilities associated with this position, the successful candidate will have a bachelor’s degree and 3+ years of previous fundraising, sales, or other transferable experience. Demonstrated success with individual solicitation in an education, nonprofit, or corporate setting is preferred. 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 absolutely vital to success in this position. 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; and attention to detail are a must. An enthusiastic, positive, “hands-on, take charge” personality and open communication style are desired. Some evening and weekend work is expected.

The 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.

This is a remote eligible position with the incumbent located in Northern Virginia or DC area.
Anticipated Hiring Range: $75,000 - $85,000

To Apply:

Interested applicants should email a resume and cover letter to Brandy Amos, Human Resource Manager (bamos@virginia.edu). Review of applicants will begin immediately, and the position will remain open until filled.

The University of Virginia McIntire School of Commerce Foundation is an equal opportunity and affirmative action employer and welcomes diversity in all forms. We believe diversity is excellence expressing itself through each person's unique perspectives and lived experiences.