



Director of Gift Documentation

Reports to: Chief Financial Officer

Team: Accounting/Finance/Business Operations

Supervisory Duties: None

Time Requirements: 40 hours per week – Monday through Friday

Overview

The **Director of Gift Documentation** contributes to the success of the fundraising efforts of the Virginia Athletics Foundation by managing major gift documentation; providing proposals, agreements, and pledge forms, and services to the frontline major gift fundraising staff; and reporting on the Foundation's development activity-The **Director of Gift Documentation** has an understanding of the University's development and fundraising protocols, is self-motivated, collaborative, and efficiently and effectively fulfills a variety of duties.

Responsibilities

- Manage gift agreement process from drafting through approval and signature stages, following University guidelines and best practices
- DocuSign: Circulate Men's Basketball, Football, and Baseball suite lease agreements, gift agreements, and annual *VAF Policies* for digital signatures.
- Report fundraisers' proposal and donor contact activity to Executive Director, Athletics Director, and Vice President for Advancement. Report on portfolio activity to fundraisers
- Liaise with University Advancement Prospect Management department
- Maintain inventory of gift agreement, pledge form, and proposal templates
- Review and confirm accuracy of donor acknowledgment letters sent under University President's and Vice President for Advancement's signatures
- Oversee student-athlete sport participation data in Advance database

Qualifications

- Four-year degree in accounting, finance, data analytics or business administration
- Two years of agreement processing or database management experience
- Ability to interact with executive-level administrators; Advancement, VAF development, and Athletics Department staff; and VAF donors
- Ability to manage multiple, detailed projects in an efficient and timely manner
- Strong organizational, communication, and problem-solving skills with keen attention to detail
- Commitment to maintaining confidentiality of sensitive information
- Excellent communication, writing, and editing skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office Suite and Adobe Pro
- Experience with data entry and reporting required; experience with EverTrue and Tableau strongly desired

Benefits*

- Annual incentive program based on staff performance
- Paid personal leave and 12 paid holidays
- Health, dental, life, and long-term disability insurance
- 401k plan with employer contribution

- On-site parking provided
- Football and basketball season tickets for employee and eligible family members
- Family pass for regular season home UVA Olympic sport events
- Recreation pass providing access to all UVA recreation facilities

*Benefits subject to change

Committed to attracting and retaining a diverse staff, the Virginia Athletics Foundation honors your experiences, perspectives, and unique identity. Together, we strive to create and maintain working environments that are inclusive, equitable, and welcoming so we can best achieve our mission of supporting our broadly diverse donors, teams, and networks of engaged alumni, parents, and friends of the UVA Athletics.