

THE COLLEGE FOUNDATION

OF THE UNIVERSITY OF VIRGINIA

Director of Development, Principal Gifts

Position Specification

The College Foundation of the University of Virginia is a 501(c)(3), University-Associated Foundation whose mission is to raise and invest private funds for the benefit of the College and Graduate School of Arts & Sciences. Governed by a 40-member volunteer Board of Trustees and organizationally aligned with the Dean of Arts & Sciences, it employs a team of approximately thirty advancement professionals who focus on development, donor relations, and marketing, and their related support functions.

The College and Graduate School of Arts & Sciences is UVA's largest and most academically diverse school, educating 75% of undergraduates and conferring 2,500 degrees each year. With more than 50 undergraduate degrees and 29 graduate programs, 850 faculty, and a \$500M annual budget, A&S is central to the University's mission to educate future leaders and advance knowledge through research, innovation, and collaboration.

Position Summary

The Director of Development, Principal Gifts (the "Principal Gift Officer") is charged with identifying, cultivating, soliciting, and stewarding gifts, with a particular emphasis on 7 and 8-figure gifts, from a portfolio of current and prospective donors. The Principal Gift Officer reports to the Associate Vice President of Development of the College Foundation. In addition, the Principal Gift Officer will often work with the Dean of Arts & Sciences, other senior officials of the University, faculty, and College Foundation volunteers during advanced stages of cultivation and solicitation. The Principal Gift Officer is expected to conduct at least 144 visits annually that involve approximately 100-125 unique prospects/donors in a portfolio of relationships.

This position works collaboratively with Foundation colleagues and with colleagues in other schools and units of the University, as appropriate. The Principal Gift Officer may seek advice and guidance from supervisors around personalized donor strategies, but will often make cultivation, solicitation, and stewardship decisions independently. The Principal Gift Officer is responsible for managing their own travel expenses and travel budget.

Key Duties and Responsibilities:

Prospect Relationship Development

1. Develop relationships and actively solicit gifts from a portfolio of prospects, particularly principal-level prospects (\$1 million and above)
2. Dynamically manage a portfolio of 100-125 prospects and collaborate with colleagues in planning for events involving top prospects
3. Seek leadership-level (\$2,500 and above) gifts and pledges to the unrestricted annual fund
4. Motivate and support volunteers for cultivation, solicitation and stewardship purposes; this may involve managing a regional board of volunteers
5. Work cooperatively with development staff, administration, deans, directors, and College Foundation volunteers to identify and develop new donor relationships
6. Plan and execute necessary travel to develop and advance relationships with principal prospects, managing travel expenses in line with an approved travel budget

Principal Prospect Pipeline Development

1. Develop a promising pipeline of principal prospects through individual research, and through referrals from Development Services, colleagues, and College Foundation volunteers
2. Focus on cultivating gifts for the dean's strategic priorities at the 7-and 8-figure level, especially gifts for which matching funds may be available

Prospect Cultivation, Solicitation, and Stewardship

1. Develop strategies for cultivating and soliciting prospects in consultation with Foundation leadership and the Dean of Arts & Sciences
2. Work with colleagues in Development Services and in Marketing & Communications to develop materials that help to advance prospect cultivation and solicitation
3. Work with the Donor Relations team to provide tailor-made cultivation, solicitation, and stewardship of prospects

Prospect Analysis/Reporting/Monitoring

1. Participate in periodic meetings and review reports that monitor prospect stages and movement
2. Utilize relationship-tracking mechanisms for monitoring prospect involvement in the University

Required Qualifications:

- Bachelor's Degree
- Not less than eight years of direct, non-profit fundraising experience in position(s) with similar responsibilities
- Demonstrated track record of soliciting and closing gifts at the \$1 million level and above
- Proven capability in working with senior leaders to develop and execute cultivation strategies for high-net-worth individuals
- High level of integrity, honesty, and the ability to maintain confidentiality
- Excellent organizational, written, and oral skills
- Active collaborator with the ability to think strategically and coordinate with stakeholders

- Knowledge of and appreciation for the culture of both the University and Arts & Sciences
- Knowledge of basic computer skills and programs, including Microsoft Office, Word, and Excel

Preferred Qualifications:

- Experience in higher education fundraising
- Experience in the planning and execution of comprehensive fundraising campaigns
- Demonstrated ability to identify previously unknown prospects at the \$1 million level and above
- Proficiency in managing volunteer boards
- Working knowledge of additional software utilized by the development office, such as Salesforce

Working Conditions:

- The ability to travel is required; typical travel required includes travel via automobile, train, or plane, approximately 8-10 days per month, on average
- Some evening and weekend work is required

Compensation:

- Base salary starting at \$170,000, commensurate with experience; estimated total cash compensation around \$200,000 annually.
- Eligibility to participate in the College Foundation Bonus Plan
- Employer retirement plan contributions of up to 11% of salary
- Generous and comprehensive medical benefits, with no-cost and low-cost options
- Unlimited paid leave, in accordance with the College Foundation's Leave Policy

To Apply

To apply, please submit a cover letter and resume to Misty Cauble, Director of 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.

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