

THE COLLEGE FOUNDATION

OF THE UNIVERSITY OF VIRGINIA

Director of Development- Major Gifts

Position Summary

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

The Director of Development, Major Gifts will report to the Associate Vice President for Development and support the overall development efforts of the College and Graduate School of Arts & Sciences. The Incumbent will join a team of experienced fundraisers and will work with the Dean of Arts & Sciences and world-renowned faculty at one of the nation's top-ranked public Universities. The position will also manage one of the College Foundation's Regional Boards – consisting of UVA-affiliated volunteers and major gift level donors – to develop strategies for increasing engagement and philanthropic support for the College within the region, including signature events, meetings, and networking opportunities.

Key Duties and Responsibilities:

- Develop relationships and actively solicit gifts from a portfolio of approximately 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
- Conduct at least 144 visits annually in assigned territories. Must manage travel expenses in line with an approved travel budget
- Actively seek leadership level unrestricted gifts and pledges to the College's annual fund
- 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
- Motivate and support regional volunteers for cultivation, solicitation and stewardship calls through individual relationship management
- Manage a regional board of volunteers with the aim of increasing engagement and support amongst alumni and friends in the region. This

includes solicitation of annual fund support, recruiting new members, and facilitating semi-annual meetings

- Maintain in-depth knowledge of the College's fundraising priorities, including academic and extra-curricular programs
- Assist in the identification and collection of pledge payments for donors within portfolio and assigned territories
- Report and share prospect and donor information and gift progress using the College Foundation and University systems.
- Lead or participate in fundraising team or College Foundation projects aimed at ensuring the overall success of the organization

Minimum Qualifications:

- Bachelor's Degree required
- A minimum of four years of experience in philanthropic fundraising or a related field
- Proven ability to work successfully in a complex environment, securing significant philanthropic gifts or closing multiple large sales
- Excellent organizational, written, and oral skills
- Strong ability to work collaboratively with diverse groups of people, especially high-profile donors
- Demonstrated ability to manage multiple and complex projects, meet deadlines, and adapt to changing priorities and needs
- Experience using business applications, including Microsoft Outlook, Word, and Excel, as well as customer relationship management software (CRM).

Preferred Qualifications:

- Higher education fundraising experience
- Demonstrated affinity or connection with UVA
- Working knowledge of additional software utilized by the development office, such as AdvanceWeb, EverTrue, and Tableau

Working Conditions:

- This position is based in Charlottesville, VA
- The current College Foundation's Hybrid Work Policy includes a mix of in-office time and remote flexibility, including 12 designated weeks offered fully remotely

- The ability to travel is required and typically includes travel via automobile, train, or plane, approximately 5-7 days per month
- Some evening and weekend work is required

Compensation:

- Total compensation opportunity of \$100,000+ per year.
- Starting salary will be determined based on relevant professional experience and track record
- 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, 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.

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