



**Position:** Associate Director

**Reports to:** Executive Director

**Supervisory Duties:** None

**Job Requirements:** Previous Development Experience  
Strong Customer Service Skills

**Oversight Responsibilities:** Prospect Portfolio, Donors' Benefits,  
Certain Territories and Specific Sport Assignments

**Time Requirements:** 40 hours per week – Monday through Friday  
Game days, occasional evenings and weekends; frequent travel

#### **About the Virginia Athletics Foundation:**

The Virginia Athletics Foundation (VAF) is a comprehensive fundraising organization to support the University of Virginia athletics program. Over the past five years, the VAF has averaged \$55 million in total gifts each year—including annual giving, facility improvement, endowments, planned gifts, and special-use gifts.

A strong Annual Fund (\$19.47 million in 2021) has been vital to the overall success of Virginia Athletics and the VAF. The Annual Fund includes gifts ranging from \$1-\$150,000 from over 9,600 donors. Donors can give to the unrestricted general fund or make sport-specific annual gifts designated to the Friends Of accounts.

The current facility campaign is the Virginia Athletics Master Plan, which includes a new Football Operations Center for the football program and a new Olympic Sports Center for our Olympic sport programs. Fundraising is focused on completing the new Football Operations Center and then will shift to the final phase for Olympic Sports.

Endowed scholarship fundraising is an ongoing philanthropic focus that accounted for \$8.5 million in commitments in 2021. Future support through planned gifts and bequests provide additional endowment opportunities for donors and are an integral part of the VAF's fundraising efforts.

Operational budget support for each of the 27 sports is a growing area of fundraising—through head coaching position endowments and sport enhancement fund commitments.

## **Responsibilities:**

The Associate Director is responsible for raising funds to support a broad-based athletics program at the University of Virginia. The Associate Director will cultivate relationships with alumni, parents, and friends that will lead to major and leadership gifts to support all aspects of fundraising, including the Annual Fund, Virginia Athletics Master Plan, endowments, etc.

The Associate Director will manage a prospect portfolio of 150-175 current and potential donors to cultivate, solicit, and steward major gifts and leadership annual gifts. The Associate Director will be assigned certain territories to cover, will be charged with prospecting for new donors, and will have specific sport assignments, working directly with the coaching staff of assigned teams to solicit funds to support the specified sport.

The Associate Director will report directly to the Executive Director of the Virginia Athletics Foundation.

## **Description of Duties**

- Develop relationships with donors and prospects to solicit and close gifts in support of scholarships, annual operations, endowment, planned giving, and capital projects.
- Develop complete knowledge of athletics department operations.
- Manage a portfolio of approximately 150-175 current and potential donors comprised of major gift prospects and leadership annual fund gift prospects.
- Manage relationships with assigned donors.
- Work with specific sports and coaches to cultivate student-athlete alumni, parents, and friends - assigned sports to be determined.
- Develop complete understanding of all benefit aspects of the fundraising program, including tickets, parking, etc.
- Other duties as assigned as a member of the Virginia Athletics Foundation staff.

## **Qualifications**

- Leadership as demonstrated through an ability to appreciate and articulate the athletics department vision, values, and programs to donors, volunteers, and development staff in an engaging, motivating, and inspirational manner
- Demonstrated successful experience and effectiveness in prospect identification, cultivation, solicitation, and stewardship
- At least seven years in the development field or related experience
- Demonstrated initiative in seizing opportunities; a self-starter
- Ability to maintain poise in interactions with University administration, the VAF Board of Trustees, community leaders, donors, and co-workers
- Proven record that demonstrates initiative, creativity, and interpersonal skills, preferably in a university setting
- Enjoys interacting with people with a proven ability to develop relationships

- Commitment to service
- Ability to learn development software quickly including Paciolan, Advance, and Evertrue
- Ability to write and speak clearly and effectively
- Ability to travel frequently, work occasional evenings and weekends
- Bachelor's degree with a minimum of seven years of related professional experience
- Must be eligible to work in the United States

The Virginia Athletics Foundation 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. Depending on the type of position and work performed, or as deemed by manager, some positions may be required to work intermittently in a shared office space located in Charlottesville, Virginia.

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.