



- Position:** Associate 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; travel

About the Virginia Athletics Foundation:

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

A strong annual giving program (\$19.4 million in 2021) has been vital to the overall success of Virginia Athletics and the Foundation. The annual giving program 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 as Friends Of gifts.

The current facility campaign is a Master Plan project to develop a new Football Operations Center for the football program and a new Olympic Sports Center for our Olympic sport programs. Fundraising is complete for the new Football Operations Center and is now focused on the final phase for Olympic Sports.

Endowed scholarship fundraising is an ongoing philanthropic focus which accounted for \$8.5 million in commitments in 2021. In addition, future support through planned gifts and bequests provide endowment opportunities for donors and are an integral part of the endowment fundraising effort.

Operational budget support for each of the 27 sports is a growing category 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 manage a prospect portfolio of up to 150-175 current donors and potential donors. He/she will be expected to manage

relationships with alumni, parents, and friends that will lead to major gifts and leadership annual fund gifts to support all aspects of the fundraising program.

Description of Duties

- Develop and manage 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 donors and potential donors comprised of major gift prospects and leadership annual fund gift prospects
- Responsible for working with specific sports and coaches to cultivate student-athlete alumni, parents and friends—assigned sports would be baseball, rowing and squash
- Develop complete understanding of all benefit aspects of the fundraising program to include tickets, parking, etc.
- Position requires frequent travel and occasional evening and weekend work
- 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 four 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, VAF Board of Trustees, community leaders, donors and co-workers
- Proven record of accomplishment 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
- Ability to write and speak clearly and effectively
- 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.