



Assistant Director of the Annual Fund

Reports to: Director of the Annual Fund

Time Requirements: 40 hours per week – Monday through Friday

Additional work will take place on nights and weekends during athletic seasons (such as all home football, basketball, baseball, and some post-season games)

Overview

The Assistant Director of the Annual Fund works directly with members of the annual fund team to achieve the annual fund goals, objectives, and strategies of the Virginia Athletics Foundation (“Foundation”). Focus is on the cultivation, solicitation and stewardship of donors who have ticket and parking benefits and on donors and prospects whose motivation to support Virginia Athletics is philanthropic in nature. The Assistant Director will report to the Director of the Annual Fund.

Responsibilities

- Identify, qualify, cultivate, solicit and steward annual fund donors and prospects to secure overall support for scholarships, operations, and academic affairs.
- Assist in the strategy, creation, and execution of giving and retention initiatives that help meet / exceed annual fund goals.
- Function as a primary contact for donors wishing to discuss specifics with ticketing and/or parking.
- Help manage season ticket renewals for football and men’s basketball including seat upgrade processes.
- Assist with single game ticket and parking needs for football, men’s basketball, and baseball as needed.
- Utilize unique approaches in technology including social media for marketing, communications, data reporting and analysis for all target groups.
- Acquire and demonstrate complete command of Paciolan, Marketing Cloud, eQuery, and CRM systems.
- Collaborate with the Director of Marketing and Communications and the Director of Suites, Events, and Stewardship on various projects, as necessary.
- Provide assistance to VAF Directors on special projects, as necessary.
- Maintain up-to-date knowledge of industry best practices.
- Provide a high level of customer service while maintaining a consistently positive attitude.
- Other duties as assigned by Director of the Annual Fund.

Qualifications

- Knowledge of college athletics and college athletics fundraising
- Strong communication skills
- Ability to think and plan strategically and creatively
- Highly organized and strong work ethic
- Willingness to engage in advancement work at all levels driven by a passion for Virginia Athletics
- Experience using Paciolan and/or Advance software preferred
- Bachelor’s degree

Benefits*

- Annual salaried position (compensation based on experience)
- Annual incentive potential (based on staff performance)
- Paid personal leave and 12 holidays
- Health, Dental, Life, and Long-Term Disability Insurance
- 401k Plan and employer contribution
- On-site parking provided
- Football and Basketball season tickets for employee and eligible family members
- Family pass for regular season, home athletics events for UVA Olympic sports
- Recreation pass (access to all UVA recreation facilities)
- Hybrid work environment

*Benefits subject to change

To apply, please submit a cover letter and resume to Todd Kersey, Chief Operating Officer at Virginia Athletics Foundation vafweb@virginia.edu.

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.