



## Associate Director of Major Gifts

**Reports to:** Senior Director of Development - Major Gifts & Campaign Strategy

### Overview

The Associate Director of Major Gifts is responsible for identifying, cultivating, and soliciting Sabre Society commitments of \$25,000 or more to put the necessary resources in place to fund a broad-based athletics program at the University of Virginia. The Associate Director of Major Gifts will cultivate meaningful relationships with alumni, parents, and friends while carrying a portfolio of 150-200 current and prospective donors that will lead to major/principal gifts and leadership annual fund gifts to support all aspects of the fundraising program through the newly launch Sabre Society. The Associate Director of Major Gifts will serve as a key member of the VAF supporting all fund-raising functions, including annual, capital, planned giving, and NIL as well as special interest, corporate, and foundation programs.

The Associate Director of Major Gifts will be assigned certain in-state and out-of-state territories to cover, will be charged with prospecting for new donors, and will have specific sport assignments, working directly with his/her coaching staff to solicit funds to support the specified sport(s).

### Responsibilities

- Develop relationships with donors and prospects to solicit and close gifts in support of scholarship endowments, annual operations, sport enhancement funds, capital projects, planned giving and NIL programming
- Develop complete knowledge of the Virginia Athletics Foundation operations
- Manage a portfolio of approximately 150-200 current donors and potential donors comprised of major/principal gift prospects and leadership annual fund gift prospects capable of making multi-year pledges to the Sabre Society
- Track and report relationship management activity using constituent relationship management system including identification, qualification, cultivation, solicitation, and stewardship of prospective and current individual major donors
- Responsible for working with specific sport(s) and coaches to cultivate student-athlete alumni, parents, and friends (*assigned sport(s) to be determined*)
- Strategize with coaches and the Athletics Department leadership in assigned sport(s) to develop sport-specific fundraising plans for each, including targeted strategies to engage program alumni, parents, and the overall donor base
- 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 consistent with assigned portfolio and metric goals
- Serve as a visible, positive ambassador for the VAF, and the University of Virginia in all public-facing responsibilities, and interacting with supporters across the country and in the surrounding communities
- Maintain an understanding of revenue generation priorities of the VAF and collaborate with other units to help support such emerging initiatives
- 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 Virginia Athletics Foundation vision, Athletic Department priorities and needs, values and opportunities for involvement 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
- Goal oriented (metrics driven)

- At least three (3) years in the development field or related experience
- Strong customer service skills
- 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
- Ability to prioritize and organize complex projects and plans to deliver results
- 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 enduring, long-term relationships
- Commitment to service
- Demonstrated passion and enthusiasm for the University of Virginia and the mission of the Virginia Athletics Foundation
- Strong organizational, leadership, and mentoring skills
- Ability to learn development software quickly, including but not limited to Paciolan, Evertrue, Advance, etc.
- Ability to write and speak clearly and effectively
- Bachelor's degree with a minimum of three (3) years of related professional experience
- Must be eligible to work in the United States
- Must possess valid driver's license

#### **Benefits\***

- Annual salaried position (compensation based on experience)
- Annual incentive program (based on staff performance)
- Paid personal leave and 12 paid holidays
- Health, dental, life, and long-term disability insurance
- 401k Plan with employer contribution
- On-site parking provided
- Football and Basketball season tickets for employee and eligible family members
- Family pass for regular season home athletics UVA Olympic sport events
- Recreation pass providing access to all UVA recreation facilities

\*Benefits subject to change

To apply, please send a resume and cover letter to Ryan Schulman, senior director of development, major gifts and campaign strategy, [vafweb@virginia.edu](mailto:vafweb@virginia.edu).

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.