



McINTIRE SCHOOL of
COMMERCE FOUNDATION

Assistant Director of Annual Giving and Stewardship

Part I: Organization Information

Organization: McIntire School of Commerce Foundation

Department: Development & Engagement

Reports to: Director of Annual Giving and Stewardship

Supervises Directly: N/A

Part II: Position Summary

The McIntire School of Commerce Foundation at the University of Virginia seeks an Assistant Director of Annual Giving and Stewardship. The Assistant Director will coordinate McIntire Annual Fund communications and programs to meet and exceed ambitious fundraising goals each year, as well as implement cultivation and stewardship programs for McIntire donors. The Assistant Director will work closely with the Director of Annual Giving and Stewardship and the Development & Engagement team to develop comprehensive strategy for the McIntire Annual Fund and the School's stewardship and donor engagement efforts for McIntire's *Inspire the Next Century* campaign.

Part III: Responsibilities

Specific responsibilities include:

- Executing and ensuring timely, accurate, and personalized gift acknowledgements.
- Executing annual endowment and scholarship reporting initiatives, working closely with McIntire's Business, Student Services, and Global Programs offices as well as directly with faculty and student recipients.
- Overseeing McIntire's Phonathon effort (managed by the University Advancement office), ensuring solicitation strategy is in line with overall communication plan.
- Leading annual class giving campaigns to educate McIntire students about the culture of philanthropy and encourage participation in giving.
- Supporting McIntire's involvement in University of Virginia's GivingToHoos Day fundraising and stewardship initiatives.
- Managing donor/fund issues and gift administration.
- Responding to donor inquiries and concerns in a timely and positive manner.
- Overseeing acknowledgment of births, promotions, and bereavement.
- Collaborating School-wide and with Development & Engagement team to provide coordinated, well-thought-out stewardship of donors.
- Other duties as assigned.

Part IV: Qualifications

To fulfill the responsibilities associated with this position, the successful candidate will have a bachelor's degree and relevant annual giving, stewardship, marketing, public relations, or other transferable experience. The position requires the ability to manage many projects simultaneously and to complete them in a timely manner. A proactive approach and the ability to see the big picture while ensuring quality at all times are crucial. Organization, initiative, flexibility, superior communication skills, and the ability to work both independently and in coordination with colleagues are absolutely vital to success in this position. The proven ability to exercise discretion and good judgement; the ability to work well with donors, faculty, staff, and others; excellent written and verbal communication skills; and attention to detail are a must. An enthusiastic and positive personality and open communication style are desired. Some evening and weekend work is expected.

Part V: Application Process

Interested applicants should email resume and cover letter to Brandy Amos, Human Resources Coordinator, at bpn7b@comm.virginia.edu. The position is open until filled. The McIntire School of Commerce Foundation is an Equal Opportunity Employer.