



McINTIRE SCHOOL of
COMMERCE FOUNDATION

Development & Engagement Coordinator

Part I: Organization Information

Organization: McIntire School of Commerce Foundation

Department: Development & Engagement

Reports to: Assistant Dean for Development & Alumni Engagement

Supervises Directly: N/A

Part II: Position Summary

The McIntire School of Commerce Foundation at the University of Virginia seeks a Development & Engagement Coordinator to support the School's Development & Engagement team. The Coordinator serves as an important point of contact for many fundraising and engagement-related inquiries, in addition to being responsible for a variety of administrative and project-based tasks to support the School's development and engagement efforts. The Coordinator also works closely with School and University partners to better engage alumni, parents, and friends in the life of the School and the University.

Part III: Responsibilities

Responsibilities are wide-ranging and vary greatly depending on the current needs of the School, the Development & Engagement team, and the specific time of year. Projects may include, but are not limited to:

- Engagement support, including:
 - Assisting with the coordination and execution of a variety of events serving external constituents.
 - Assisting with the execution of alumni programming and communications including receptions, webinars, board meetings, school tours, and class visits.
 - Coordinating opportunities for alumni engagement within School-wide activities.
 - Volunteer management support.
- Stewardship support, including:
 - Supporting donor acknowledgement process.
 - Facilitating appreciation events and communications with students, faculty, and donors.
 - Responding to constituent and donor inquiries in a timely, informative, and professional manner.
- Fundraising support, including:
 - Performing donor research.

- Preparing gift agreements for review.
- Updating and maintaining pledge forms for all McIntire fundraising efforts.
- Board management support, including:
 - Coordinating Board activities.
 - Drafting correspondence and minutes.
 - Preparing documents for incoming and outgoing Board members.

Part IV: Qualifications

To fulfill the responsibilities associated with this position, the successful candidate will have a bachelor's degree and interest in the advancement profession. The position requires the ability to manage many projects simultaneously and to complete them in a timely manner. 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 judgment; the ability to work well with a variety of diverse constituents; excellent written and verbal communication skills; and attention to detail are a must. An enthusiastic, positive, "hands-on, take charge" 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.