Development Officer – McIntire Annual Fund

Part I: Organization Information

Organization: McIntire School of Commerce Foundation
Department: Development & Engagement
Reports to: Associate Dean for Development & Alumni Engagement
Supervises Directly: N/A
Hiring Range: $50,000 - $65,000

Part II: Position Summary

The McIntire School of Commerce Foundation at the University of Virginia seeks a Development Officer to join the School’s Development & Engagement team. The Development Officer is responsible for identifying, cultivating, and soliciting leadership annual gifts of $2,500+ from alumni, parents, and friends of the McIntire School of Commerce. This position is also responsible for building a pipeline of new leadership donors to the School.

Part III: Responsibilities

Responsibilities may include, but are not limited to:

- Identifying, cultivating, and soliciting philanthropic support by developing and maintaining relationships with assigned and new prospects and managing special projects.
- 12-15 visits per month to current and prospective donors to the McIntire School of Commerce. Travel will be determined with supervisor and be a combination of local (Charlottesville; Washington, DC; Richmond) and nationwide visits to cities with significant concentrations of McIntire constituents.
- Visit preparation, including scheduling meetings and prospect research, and timely follow-up with each prospect.
- Promoting the McIntire Annual Fund as a crucial vehicle for private support to the McIntire School of Commerce.
- Following up with appropriate colleagues and the Dean when major giving opportunities are identified.
- Responding to constituent and donor inquires in a timely, informative, and professional manner.
- Identifying opportunities to host small gatherings with alumni and friends to have in-depth discussions on McIntire School priorities.
• Assisting with alumni and friend visits to the School and providing tours and other support as needed.

Part IV: Qualifications

To fulfill the responsibilities associated with this position, the successful candidate will have a bachelor’s degree and previous fundraising or sales experience. Demonstrated success with individual solicitation in an education, nonprofit, or corporate setting is preferred. The position requires frequent travel and diligent preparation and follow-up. 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 Heather Cullop, Director of Human Resources, at hecullop@virginia.edu. The position is open until filled. The McIntire School of Commerce Foundation is an Equal Opportunity Employer.