

**University of Virginia
Darden School Foundation**

JOB DESCRIPTION:

Job Title: Assistant Director, Corporate & Foundation Relations
Full-time/Part-time: Full Time
FLSA Status: Exempt
Supervisor: Senior Director of Campaign and Development Operations
Department: Development – Corporate and Foundation Relations

GENERAL SUMMARY:

The incumbent will work closely with development leadership and the Executive Director of Corporate Relations and is responsible for raising unrestricted and restricted corporate annual and major giving, including oversight of the Corporate Sponsors Program and student club fundraising. The Assistant Director also serves as a liaison with other entities within the Darden Enterprise for the purpose of identifying major Corporate & Foundation Relations prospects, enhancing corporate connections and raising awareness regarding the role of corporate giving at Darden.

This position will require some travel (no more than 20%) to be determined through prospect identification.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Corporate Fundraising:

- Manages a prospect list of 75-100 corporate donors and works with VP of Development, Senior Director of Development Operations, Director of Major Gifts, and Executive Director of Corporate Relations to increase corporate gifts at the \$5,000 - \$5 million giving level.
 - Works closely with individual front line fundraising staff, including the Director of Major Gifts and Vice President of Development to coordinate discussions with alumni/friend donors about their individual giving and how they can assist in promoting corporate giving to Darden.
 - Works with VP of Development, Senior Director of Development and Executive Director of Corporate Relations to build corporate major gift fundraising pipeline by using available databases and external resources to determine best strategies.
 - Strategically analyzes previous year's Corporate Sponsors Program and corporate major gift pipeline to determine giving levels for upcoming year and identifying new corporate prospects.
 - Identifies, cultivates, solicits, and stewards all Corporate Sponsors Program giving, based on analysis of targeted yearly dollar goals. Develops solicitation plan, and then drafts and distributes direct mail pieces and electronic mailings for multiple groups.
 - Partners with leadership in CDC and Corporate Relations to identify new corporate donors and, in consultation with other stakeholders at Darden, prepares and executes engagement, solicitation and stewardship plans for each corporate prospect.

- Prepares gift and grant proposals for corporate major gifts and approves and signs all acknowledgement letters for Corporate Giving at Darden.
- Partners with Career Development Center and Corporate Relations offices to implement culture of corporate philanthropy in career services' and corporate relations' processes.
- Advises school administrators and faculty on corporate funding for student projects and curriculum-related initiatives including case competitions and Batten initiatives.
- Supervises student club fundraising training and initial solicitation process. Provides guidance for student clubs, including overseeing corporate connections and aiding in strategic initiatives by club leadership.

Corporate Engagement, Communications and Marketing:

- Serves as point person regarding all corporate engagement for all internal and external constituencies at U.Va. and abroad in coordinate across university grounds relationships with corporate prospects and donors.
- Acts as a member of the Corporate Advisory Board team and attends all Corporate Advisory Board meetings.
- Works with Corporate Relations and Communications and Marketing teams to brand Corporate and Foundation Giving through meaningful messaging and highlight returns on investments.
 - Manages the Corporate & Foundation Relations section of the Darden website.
 - Distribute Corporate Sponsors Program information and facilitate relationships between recruiting companies and student clubs, faculty, and Darden programs.
- Prepares corporate briefing books in preparation for meeting the appropriate corporate and foundation prospects. Analyzes data to create objectives in order to strengthen the relationship.
 - Monitors companies and reports pertinent information to Darden senior leadership.
- Represents the School to all corporate recruiters and representatives. Attends company briefings during recruiting seasons to greet corporate contacts and learn about company objectives.
 - Acts as the main point of contact for First Coffees that have been sponsored through the Corporate Sponsors Program participants.
 - Partners with the Career Development Center on corporate events at Darden during the recruiting season.
 - Serves as the corporate giving liaison with Alumni Relations to coordinate development at Alumni events.

Other:

- Participates in special assignments and supports all ongoing departmental operations, including reunions, Leadership Weekend, trustee meetings, Corporate Advisory Board meetings, and the Darden Cup Excellence Award Board.

EDUCATION:

- Bachelor's degree required.

EXPERIENCE:

- Two to five years of professional level experience, preferably in a not-for-profit or academic entity.

- Two to five years of fundraising or sales experience.
- Excellent oral and written communication skills.
- Experience with donor research and prospecting highly desirable.

SUPERVISION:

While the incumbent will not have direct supervisory responsibilities, he/she will be expect to act as Director when necessary and therefore must exhibit strong leadership qualities.

KNOWLEDGE:

- Knowledge of business office procedures.
- Able to communicate with executive level corporate representatives.
- A thorough understanding of development and gift-giving processes is required to perform effectively.
- Ability to relate to people of diverse backgrounds, training, and experience both within and outside the School and Foundation.
- Ability to promote a positive image of the School both internally and externally.
- Ability to represent the School's interests before the public, media, other schools, and to corporate partners.
- In-depth knowledge of school, business issues and current development affecting business, industry and the economy is helpful to corporate giving.

SKILLS/CERTIFICATIONS:

- Proficiency in word processing, spreadsheet, data base and presentation software required.
- Excellent written and oral communication skills required.
- Skill in exercising a high degree of initiative, judgment, discretion and decision-making to achieve organizational objectives.
- Developed skill in establishing and maintaining effective working relationships with corporate executives, recruiters, Darden students, alumni, volunteers, staff, the public and vendors.
- Ability to provide and exchange information effectively.

CONTACTS:

- Contact and collaboration with Darden Development and Alumni staff.
- Contact with corporate executives and recruiting contacts.
- Contact with alumni, faculty, staff, trustees, volunteers and students.
- Contact with U.Va. Development professionals.

ABILITIES:

- Ability to exercise sound judgment independently when responding to inquires and interacting with corporations, alumni, volunteers, staff, faculty, and students.
- Must have strong planning and organizational skills, including accuracy in work.
- Ability to prioritize and manage multiple tasks simultaneously and be mindful of deadlines and schedules.
- Must possess strong interpersonal skills.

- Ability to respond promptly to colleagues and corporations.
- Ability to communicate effectively with all levels of management and identify and resolve problems in a timely manner; develop alternative solutions to situations.
- Ability to work in a fast-paced and be flexible in a changing environment.

ENVIRONMENTAL/WORKING CONDITIONS:

- General fast-paced office environment. Position requires sitting and standing associated with a normal office environment.

PHYSICAL/MENTAL DEMANDS:

- Manual dexterity using calculator and computer keyboard. May be required to occasionally lift boxes weighing 20-30 pounds.

OTHER:

- Occasional evening and weekend work as well as frequent travel are required.