

**University of Virginia
Darden School Foundation**

JOB DESCRIPTION

Job Title: Development Associate –Major Giving
Full-time/Part-time: Full Time
FLSA Status: Hourly
Supervisor: Managing Director of Development
Department: Major Giving, Development Administration

GENERAL SUMMARY:

The incumbent provides administrative support to the Darden School Foundation’s major gift office, particularly the Director of Major Gifts. Support will include execution of development projects, prospect research, moves management, prospect management, donor stewardship activity, campaign/philanthropy marketing and communications and event planning. Some projects will be given to the Development Associate to execute independently. From time to time the Development Associate may be called upon to travel to assist in event execution.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Administrative Support

- Provide meaningful support to the Director of Major Gifts in all administrative matters and when specified in this job description or as requested by the Director of Major Gifts, provide administrative support to the Major Gift officers. Such support includes:
 - i. Managing the Director of Major Gifts calendars in terms of external and internal appointments.
 - ii. Secure agendas and briefing materials in advance of cultivate/solicitation/stewardship appointments to ensure a calendar that efficiently and effectively utilizes Director of Major Gift’s time.
 - iii. Maintain a master calendar of Major Gift activities and events
 - iv. On daily basis, review with Director of Major Gifts’ calendar and on at the beginning and end of each week, review with Director of Major Gifts short- and long-range projects.
 - v. Assist the Director of Major Gifts in preparing all requisite reports including but not limited to: monthly report on development activities, board reports, principle gift reports, weekly reports to the President of the Foundation.
- Serve as the Director of Major Gifts’ representative, as needed, in communicating his/her requests and expectations to staff.
- Coordinates travel logistics and manages expense reimbursements for Director of Major Gifts
- Respond to incoming calls, mail and other inquiries directed to the Director of Major Gifts, which include Foundation Trustees and senior-level Darden and UVA contacts.
- Maintain all files and initiate and compose correspondence as is appropriate.

- Monitor incoming emails and brings urgencies to attention of the Director of Major Gifts.
- Maintains office supply inventory and makes purchase recommendations.

Moves Management Support

- Ensures that all members of Major Gifts team are timely inputting contacts in Advance are properly managed and input contact reports and proposals in a timely fashion as well as all other information relating to Moves Management.

Donor Research Support

- Completes research and BSR updates for Director of Major Gifts
- Prepares travel briefings for Director of Major Gifts, Vice President of Development, President of the Foundation, Dean of the Darden School and VIPs
- Conducts prospect research when needed

Donor Recognition and Communications

- In coordination with front line gift officers/directors, organize Executive-in-Residence visits and key alumni visits to ensure their time is well spent and engaged across the Enterprise and in some instances across grounds.
- Works with key members of the Operations team to prepare all pieces relating to donor recognition in the Darden Contributor's Report or other Donor Recognition publications and serves as a member of the team to produce such donor recognition publications.
- Work with the Director of Major Gifts, Senior Director for Development Operations, Vice President of Development and members of the Marketing and Communications team to produce written and visual assets for campaign communications (website, newsletters, campaign publications, social media).
- At request of the Director of Major Gifts, front line gift officers, the Dean, the President of the Foundation, the Vice President of Development or the Senior Director of External Affairs, work with Operations team to execute action necessary to give meaningful acknowledgment of momentous events in valued alumni's lives (births, deaths, promotions, etc.).
- In coordination with key employees in the operations department, develop meaningful gifts for major gift donors.
- In coordination with the Operations department, work together to develop "Google Alert" program or utilize others forms of push technology to cover major donors and provide prompt notification to senior management in Development, the Vice President of Alumni Affairs, the President of the Foundation and the Dean.
- Work with key members of the Operations department to plan and execute ongoing monthly or bi-monthly stewardship recognition program.
- Work with key members of the Annual Fund in branding gift club levels and stewarding donors to the Annual Fund at leadership levels.

Event Planning

- Organize cultivation and recognition events across the country
- Keep a master calendar of all Darden upcoming events and work with Director of Major Gifts and front line staff to coordinate ancillary smaller events.

EDUCATION:

- College degree required.

EXPERIENCE:

- Two years of general administrative experience, preferably in a not-for-profit or academic entity.
- Understanding of University development-related activities helpful.

SUPERVISION:

- There are no positions reporting to him/her.

KNOWLEDGE:

- Knowledge of business office procedures.

SKILLS/CERTIFICATIONS:

- Must have computer systems and applications experience.
- Skill in using a calculator.
- Skill and accuracy required for data entry.
- Intermediate proficiency in word processing, spreadsheet, database, and presentation software required.
- Proficiency in writing correspondence.
- Proficiency utilizing BSR/Advance or equivalent software is preferred.

CONTACTS:

- Contact with alumni, staff, faculty, and students
- Contact with Development Officers
- Contact with UVA Development Office

ABILITIES:

- Ability to make mathematical computations.
- Ability to examine documents for accuracy and completeness.
- Ability to prepare records in accordance with detailed instructions.
- Ability to be highly efficient, organized and accurate in work.
- Ability to prioritize and manage multiple tasks simultaneously and remain cognizant of deadlines and schedules.
- Ability to work well with staff, donors, and general public.
- Ability to work in a fast-paced and changeable environment.
- Ability to communicate effectively with all levels of management.

ENVIRONMENTAL/WORKING CONDITIONS:

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

PHYSICAL/MENTAL DEMANDS:

Manual dexterity using calculator and computer keyboard.