

**University of Virginia
Darden School Foundation**

JOB DESCRIPTION

Job Title: Associate Director of Development Operations and Stewardship
Full-time/Part-time: Full Time
FLSA Status: Salaried
Supervisor: Senior Director of Campaign and Development Operations
Department: Operations
Date Prepared: 9/13/2011

GENERAL SUMMARY:

The incumbent works with the Senior Director of Campaign and Development operations to facilitate relationships between Darden alumni and development staff and volunteers; ensures that prompt gratitude for gifts is expressed; and provides meaningful communication about alumni's gifts at work in the Darden School. The incumbent will also work with the Senior Director of Campaign and Development Operations to ensure the smooth operations of the day-to-day activities of the development office.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Donor Recognition

- Ensures that proper thanks is received for all major gifts from the Dean, President of the Foundation, Chairman of the Board and Vice President of Development.
- Works with the Director of the Annual Fund and the Senior Director for Development Operations to ensure that thank you notes are executed for Annual Fund gifts.
- Works with the Senior Director for Development Operations 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.

Campaign Communications

- Works with the 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).

Stewardship and Cultivation

- Writes, reviews and executes all individualized donor impact reports to donors on their endowed funds.
- Prepares descriptions of recipients of endowed funds held by the Rector and Visitors for the Endowment Report.

- At request of front line gift officers, the Dean, the President of the Foundation, the Vice President of Development or the Senior Director of External Affairs, executes action necessary to give meaningful acknowledgment of momentous events in valued alumni's lives (births, deaths, promotions, etc.).
- Works with the Senior Director of Operations to manage naming opportunities, donor recognition plaques and plaque unveilings.
- Develops meaningful gifts for major gift donors.
- 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.
- Ensure that all scholarship/fellowship recipients send a thank you note to their donors and coordinate on campus visits between the donor and the student when called upon to do so.
- Plan and execute ongoing monthly or bi-monthly stewardship recognition program.
- Support the Director of the Annual Fund in branding gift club levels and stewarding donors to the Annual Fund at leadership levels.

Event Planning

- Organize graduation recognition or event for legacy families
- Organize, plan and execute stewardship recognition events as required.

Facilities and Office Management

- Ensure master filing systems are maintained and current
- Work with outside vendors and across Foundation, School and Grounds on all matters relating to Development facilities

On Boarding and Off Boarding of Employees

- Develop a set of onboarding processes and programs to orient, educate and train new employees to provide a smooth transition into the Foundation and Darden community and introduce them to the Darden culture. This would include coordination with H.R., facilities, computer advocate, UDO orientation and Advance training, along with scheduling key meetings with key Darden personnel and UVA counterparts. Work with Sr. Management to ensure processes are followed.
- Develop a set of off-boarding processes that ensures 1) transition plan is in effect; 2) exit interviews have been completed and 3) all Darden property has been returned and employee records are secure. Work with Sr. Management to ensure processes are followed.

Finance and Administration Support

- Review contracts, agreements, invoices and expense reports prior to approval. Coordinate with other office staff, Finance and Administration and Sponsors Accounting regarding department cost allocations on internal and external invoices.

Liasion Across Grounds

- Serve as representative at semi-annual University-wide stewardship and event planning meetings.
- Work with the UVA Architect's Office and the President's Office on all naming opportunity projects.
- Report on endowed and select current-use funds held by both Rector & Visitors and Darden School Foundation.
- Review all letters from President Casteen to Darden donors. Work with the President's Office on this correspondence.
- Develop graduation VIP list, vet recommendations with Darden development and alumni relations staff and send final Darden recommendations to the President's Office.

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.
- Marketing and/or event planning background very helpful.

SUPERVISION:

- There are no positions reporting to him/her.

KNOWLEDGE:

- Knowledge of business office procedures and social media.

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.