

Virginia Union University

Vacancy Announcement

Director of Development and Major Gifts

Virginia Union University located in Richmond, Virginia has an immediate opening for an experienced development/fundraising professional. Major duties of the position will include the planning and administration of comprehensive, diversified Major gift programs that target gifts from individuals, corporations, and foundations to support the mission of the University. In collaboration with the Vice President for Institutional Advancement develops and implements appropriate strategies, approaches and instruments to educate and raise the awareness of the University's fundraising base.

Although a Master's degree is preferred the successful candidate will possess a Bachelor's degree in business, finance, psychology or a related field and at least five (5) years direct experience in public/private fundraising in a higher education or non-profit environment. Additional training in planning design, implementation and administration of development operations is required as well as proficiency in Microsoft Word, Excel, and PowerPoint software packages. Database management experience and experience with Blackbaud or Raiser's Edge, a plus. Frequent travel required.

VUU offers a competitive salary and a quality benefits package. Applicants must submit a resume, cover letter stating salary requirements and writing sample to Virginia Union University, Director, Human Resources.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity, Affirmative-Action Institution committed to cultural, racial and ethnic communities and compliance with the Americans with Disabilities Act.

Application Deadline: Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter. Inquiries and applications should be directed to: Virginia Union University, Director, Human Resources, 1500 N. Lombardy St., Richmond, VA 23220, or e-mailed to Resumes@vuu.edu Please call (804) 257-5841 if any questions.