



Vacancy Announcement

Development Officer (Deferred Giving Associate)

Division of Corporate and External Affairs

The Deferred Giving Associate Development Officer works with internal and external constituents to strengthen the advancement work of the University for the department of Philanthropy & Strategic Development. Will research, identify, and contact planned giving prospects. Maintains relationships with existing donors through regular contact, the provision of annual reports and account statements and donor recognition events.

Duties and Responsibilities:

- Works with current and potential donors to establish planned gifts, major gifts, and in-kind gifts.
- Maintain a portfolio of planned giving prospects. Meet regularly with prospects to encourage planned giving opportunities. Prepare planned giving proposals for donors. Identify and create planned giving strategies applicable to specific donor needs and desires. Attend University and community functions. Steward existing donors.
- Train development staff and volunteers in planned giving tools, techniques, and strategies.
- Speak before affinity groups, community groups, and allied professionals on planned giving and charitable giving.
- Other duties as assigned; conduct research related to gift opportunities; serve as a University ambassador; participate in community and professional functions; maintain professional qualifications; participate in advancement meetings; assist in drafting and updating advancement forms, documents, and policies; complete special assignments and projects as needed.
- Uphold Virginia Union University's mission through work performed.
- Responsible for the planning and implementation of a wide range of major and planned gift fundraising activities in their assigned region(s) to generate support from donors through cash gifts, testamentary bequests, charitable trusts, life-income and other gifts of a complex nature.
- Work will adhere to the Office of Giving and VUU's organizational guidelines.

Qualifications:

- Bachelor's degree needed. Master's degree preferred.
- Strong written and verbal communication skills.
- Experience in national organizations a plus.
- Knowledge of Microsoft Office and fundraising database management a must.

Salary: Commensurate with experience

Applications 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 and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>

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