Vacancy Announcement

Director of Development

Division of Institutional Advancement

Virginia Union University (VUU) was founded in 1865 in the heart of Richmond, VA. Over the past 156 years, the university has become a premier liberal arts urban institution of higher education and center of excellence for the preparation of students and the development of leaders for tomorrow’s world.

The Director of Development serves as the primary facilitator for coordinating all school/college/unit-based annual giving efforts to develop a cohesive strategy for gift and grant requests. The Director will design and develop a multi-year strategic plan and an annual operating plan for the long-term expansion of gift income and alumni and parent donor pools. Responsible for demonstrating a track record of major and principal gift fundraising success and possessing the leadership and managerial acumen necessary to inspire and motivate an ambitious, highly integrated team and program. Work will adhere to the Office of Institutional Advancement and VUU’s organizational guidelines.

Duties and Responsibilities:

Specific duties may include and are not limited to:

- Operationalize and evaluate comprehensive annual and campaign fundraising strategies to support VUU’s goals and objectives
- Develop and implement a strategic fundraising plan including revenue and performance goals, objectives, action plans, and benchmarks for the advancement program
- Develop an annual Development budget within the overall VUU Advancement budget
- Develop robust volunteer leadership program capable of actively supporting VUU’s advancement goals through fundraising, consultation, and advocacy
- Personally identify, cultivate, and request gifts and pledges within a portfolio of major gift prospects as defined by VUU’s standards through visits and other forms of direct contact
- Work with the Vice President of Institutional Advancement to identify, hire, and orient a team of development professionals, adhering to VUU’s timeline, budget, and hiring strategy
- Enlist senior leaders in furthering VUU’s advancement programs and educate, orient, and support them in their fundraising roles
- Represent VUU to various external institutional constituents (i.e., corporations, foundations, funding agencies, government agencies) as appropriate
- Motivate a diverse team of employees to achieve peak productivity and performance
- Create and maintain systems to ensure that donor instructions are adhered to, documented, and stewarded,
- Frequently collaborate with the Director of Communications and Public Relations and Director of Marketing and Branding to direct marketing for VUU’s programs
- Other duties as assigned.
Qualifications:

- Candidate must have appreciation for the rich history and tradition of Virginia Union University
- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources
- Ability to foster a collaborative work environment within a complex organizational structure
- Exceptional interpersonal skills and the ability to interact effectively with senior leadership, faculty, alumni, prospects, donors, and volunteers in a wide range of roles
- Knowledge of best practices within the fundraising profession, including those relating to deferred giving, annual fund management, direct mail, corporate and foundation relations, and other areas that support major gift fundraising
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to advancement activities, and to use discretion in interactions with donors, prospects, volunteers, and others
- Possess community relations skills and the ability to communicate and work effectively within a diverse community
- Excellent verbal and written communication skills and the ability to present effectively to small and large groups
- Ability to supervise and develop employees including organizing, prioritizing, and scheduling work assignments; evaluating performance; and mentoring and coaching employees to achieve maximum productivity
- Demonstrated ability to be a self-starter with an entrepreneurial spirit and willingness to think creatively

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