



## **Vacancy Announcement**

### **Director of Philanthropy and Strategic Development**

Division of Corporate and External Affairs

The Director of Philanthropy serves as the primary facilitator for coordination of all school/college/unit-based annual giving efforts to develop a cohesive strategy for solicitation. 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 advancement team and program. Work will adhere to the Office of Philanthropy & Strategic Development and VUU's organizational guidelines.

#### **Duties and Responsibilities:**

- Responsible for supervising all aspects of fundraising, including annual fund, major gifts, charitable planned giving, and foundation/corporate giving, as well as prospect research and analytics.
- Will develop and implement professional processes and activities in all areas under their supervision.
- Motivate the team's top performance as measured by number of visits, successful moves management of assigned prospects, timely asks and superlative stewardship.
- Work closely to establish annual plans and goals with metrics to measure success.
- Collaborate team members to lead the process of forecasting, requesting and implementing a multi-year divisional budget.
- Build and sustain strong and sincere interpersonal relationships both internally and externally
- Collaborate with campus constituents to ensure their fundraising needs are identified and prioritized while developing themes related to fundraising initiatives.
- Be visible in the community as a high-profile representative of VUU and the Office of Philanthropy & Strategic Development, publicly engaging with alumni and parents, retired faculty/staff and external community members and constituents in business, the arts, education and other areas.
- Uphold Virginia Union University's mission through work performed.

#### **Qualifications:**

- Bachelor's degree a must. Master's degree a plus.
- Three to seven years related experience.
- Ability to perform work accurately and thoroughly.
- Ability to pay attention to the minute details of a project or task.

- Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Communication, Oral – Ability to communicate effectively with others internally and externally.
- Ability to communicate in writing clearly and concisely.
- Good time management skills.
- Working Under Pressure – Ability to complete assigned tasks under stressful situations.
- Proficient in Microsoft Office, outlook, word and excel applications, PowerPoint.

**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](mailto: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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