Vacancy Announcement

Development Officer (Major Gifts & Capital Campaign)
Division of Corporate and External Affairs

The Major Gifts & Capital Campaign Development Officer strategic focus is to develop engagement in Virginia Union University from the alumni and business community. To encourage relevant, real-time, collaborative learning, while raising valuable support to invest in scholarships, programs, and resources for the faculty and student community to advance excellence in the university. This position will develop and cultivate long-term philanthropic relationships with alumni, donors, and prospects. Successfully connect with alumni and friends of VUU and aligned interests between donors and campus to enhance and support the educational experience for our students. Work will adhere to the Office of Philanthropy & Strategic Development and VUU’s organizational guidelines.

Duties and Responsibilities:

• Expected to meet annual and mutually approved metrics for philanthropic targets and contribute to the overall growth of private philanthropy for Virginia Union University
• Works closely with colleagues across the University to build and manage a portfolio of current and prospective major-gift level donors to move them towards giving levels that achieve annual and long-range fundraising goals of the University.
• Manages a portfolio of individual prospects with capacity of $25,000 or more focused on cultivation, solicitation and stewardship activities.
• Collaborate with colleagues from other VUU development units to ensure that fundraising interests are discussed for shared prospects across units.
• Responsible for the identification, cultivation, solicitation, and stewardship of private gifts of in support of advancing the organization.
• Uphold Virginia Union University’s mission through work performed.

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