Vacancy Announcement
Director of Annual Fund
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.

Virginia Union University seeks a highly motivated professional to join its Division of Institutional Advancement team. The Director of Annual Fund is responsible for developing and implementing the strategic fundraising plan for the Annual Fund. The Director is responsible for effectively motivating and managing class volunteers, providing leadership to the annual giving team, and managing a portfolio of leadership annual giving prospects. This position is an important member of the overall advancement team, collaborating closely with the major gifts, donor relations, operations, and engagement teams to expand Virginia Union University’s network of alumni support. The Director works closely with advancement team members and others for the overall success of the University’s fundraising efforts.

Duties and Responsibilities:

- Develops, implements and manages the goals and strategies for VUU’s Annual Fund program
- Provides leadership and direction to annual giving team
- Oversees the recruitment, training, and management of class volunteers
- Develops solicitation and communication plans for the Annual Fund and other annual giving projects and priorities
- Identifies, engages, solicits, and stewards annual giving donors and prospects, with agreed upon targeted yearly visit goals
- Responsible for tracking results of solicitations, compiling data and assisting with analysis
- Participates in regular prospect strategy and portfolio review sessions with frontline team
- Prepares and manages Annual Fund budget
- Works on special initiatives in support of annual giving priorities

Qualifications:

- Bachelor’s degree required; Master’s Degree in Business Administration preferred
- Minimum of 7 years in development, marketing, client services, or sales
- Experience working for a non-profit, foundation, or academic institution preferred
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions and use reason even when dealing with emotional topics
- Ability to relate to people of diverse backgrounds, training, and experience
- Skill in exercising a high degree of initiative, judgment, discretion, and decision-making to achieve organizational objectives
• Ability to promote a positive image of the School and represent the School’s interests before the public, media, and other schools
• Excellent research and writing skills with demonstrated ability to communicate information to the public
• Ability to exercise sound judgment independently when responding to inquiries and interacting with donors, alumni, parents, faculty, volunteers, vendors and staff
• Strong personal and professional integrity
• Ability to prioritize and manage multiple tasks simultaneously and remain cognizant of deadlines and schedules
• Ability to synthesize complex or diverse information; collect and research data; use intuition and experience to complement data
• Proficiency in word processing, spreadsheet, database, and presentation software required
• Proficiency utilizing the Internet as a resource
• Must possess strong interpersonal skills
• Supervisory experience preferred

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