



ABOUT THE MCV FOUNDATION:

The MCV Foundation was established in 1949 to inspire and steward philanthropy that supports VCU's five health sciences schools (College of Health Professions, Dentistry, Medicine, Nursing, Pharmacy), VCU Massey Cancer Center and VCU Medical Center. The Foundation currently manages \$545 million in donor assets to ensure the MCV Campus remains at the forefront of excellence and innovation in patient care, research and education.

The MCV Campus is a major urban academic medical center serving Central Virginia and beyond. Through its 1,500 funds, the MCV Foundation provides scholarships, professorships, chairs and research funds to support the life-saving work occurring here every day. These funds allow VCU students, doctors and researchers to be on the cutting edge of healthcare delivery, offering patients the most exciting treatments and medical technology available. To learn more, visit www.MCVFoundation.org.

JOB TITLE: Director of Donor Relations

CLASSIFICATION: Exempt

REPORTS TO: Vice President and Chief Development Officer

JOB DESCRIPTION:

The Director of Donor Relations has primary responsibility for planning, managing and executing a comprehensive donor relations and stewardship program to promote interaction with and recognition of donors across the MCV Campus. The Director assists with developing programs for effective stewardship of donors, to include endowment reports, gift acknowledgements, correspondence and donor recognition events, as well as prospect research, donor profile and proposal preparation, and donor reports. The Director helps staff and support the MCV Foundation Board meetings and Committee meetings and assists with University-wide stewardship events.

RESPONSIBILITIES:

- ☐ Works with MCV Foundation staff and MCV Campus schools/units to help design and manage stewardship programs through creative and well-planned initiatives.
- ☐ Assists in managing MCV Campus priority stewardship actions — impact letters and personal visits.
- ☐ Manages the acknowledgement, condolence and congratulatory communications for the MCV Foundation, Senior Vice President for Health Sciences and other MCV Campus leaders.
- ☐ Pulls information from the database and creates and draws database reports as needed.
- ☐ Prepares gift agreements and shepherds them through the signature process.
- ☐ Manages and improves current donor recognition system for donors, which includes coordination of phone calls, special correspondence and stewardship events.
- ☐ Supports stewardship events, including planning and management as needed for events, including the Scholarship Brunch, MCV Society reception, MCV Foundation Annual Board Dinner, investiture ceremonies, athletic receptions, etc.

Director of Donor Relations

- ☐ Collaborates with VCU Donor Relations staff and school/unit development staff to produce annual endowment reports.
- ☐ Assist with the planning and follow-through for the MCV Foundation Board's committee meetings and the full Board meetings as needed.
- ☐ Meets with Vice President and Chief Development Officer on a weekly basis to review and discuss activities.
- ☐ Other related duties as assigned.

QUALIFICATIONS:

- ☐ Bachelor's degree is required, advanced degree preferred
- ☐ A minimum of five years of relevant work experience
- ☐ Experience working in a not-for-profit or fundraising environment preferred
- ☐ Proven project management experience
- ☐ Outstanding organizational skills
- ☐ Proficient in database systems and the Microsoft Office Suite
- ☐ Excellent written and verbal communication skills
- ☐ Ability to interact with volunteers, donors, prospects and university leaders
- ☐ Ability to prioritize and complete multiple projects simultaneously
- ☐ Team oriented, collegial in manner and approach
- ☐ Occasional evening, weekend and out of town work related to events
- ☐ Demonstrate high levels of professionalism, accuracy, productivity and initiative
- ☐ Ability to work independently and problem solve
- ☐ Commitment to excellence

WORK ENVIRONMENT:

- ☐ Work week is typically 40 to 45 hours.

SALARY:

- ☐ Commensurate with experience.

TO APPLY, PLEASE SEND COVER LETTER AND RESUME TO:

Brian Thomas
Vice President and Chief Development Officer
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