



JOB TITLE: Assistant Director of Development

CLASSIFICATION: Exempt

REPORTS TO: Vice President and Chief Development Officer

JOB DESCRIPTION:

Under the supervision of the Vice President and Chief Development, the Assistant Director of Development will support fundraising and outreach activities for the MCV Foundation. The Assistant Director of Development will work closely with MCV Foundation staff to identify prospects, develop and manage relationships with prospects and donors, and track the progress of fundraising projects and campaigns.

RESPONSIBILITIES:

- Raise contributions for the health sciences campus at VCU
- Work with the Vice President and Chief Development Officer to support the outreach and fundraising activities of the MCV Foundation Trustees, ensuring that all fundraising protocols are followed
- Develop relationships and manage a prospect portfolio
- Manage prospect assignment and tracking for Discovery Society and MCV Foundation Trustees
- Follow up with unassigned Discovery Society members and other prospects
- Organize and track fundraising events to expand funding opportunities
- Communicate with donors to maintain strong relationships to ensure continued support
- Create reports that show fundraising progress and effectiveness of fundraising initiatives
- Conduct research on MCV Foundation funds to ensure compliance with donor intent
- Assist with preparation and distribution of stewardship reports to donors
- Attend and support events, including some evening and weekend events
- Work collaboratively with development colleagues across the University
- Perform other related duties as assigned

QUALIFICATIONS:

- Bachelor's degree required
- Minimum of three years of relevant experience
- Proven experience with CRM data bases
- Must work naturally within a team environment
- Proficiency in Microsoft Word and Excel
- Ability to work independently and achieve goals
- Strong problem-solving and project management skills
- Excellent oral, written and interpersonal skills
- Superior organizational skills and attention to detail

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 \$900 million in assets to ensure the MCV Campus remains at the forefront of excellence and innovation in patient care, education and research. To learn more, visit www.MCVFoundation.org.

To apply, please send your cover letter and resume to:

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