



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 and Pharmacy), VCU Massey Cancer Center and VCU Medical Center. The Foundation currently manages over \$500 million in 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 more than 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, physicians 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: Development Associate

CLASSIFICATION: Exempt

REPORTS TO: Vice President and Chief Development Officer

JOB DESCRIPTION:

The Development Associate will work with the MCV Foundation staff to help plan and implement programs and events and provide general project assistance to support fund raising activities that have been approved by the MCV Foundation Board.

RESPONSIBILITIES:

- Assist with the planning and execution of the MCVF Discovery Series program
- Coordinate stewardship activities for the MCVF Discovery Society members
- Plan and execute MCVF events including but not limited to the Scholarship Brunch, the MCV Society Reception and the MCVF Board Annual Dinner
- Track MCVF events to expand fundraising opportunities
- Prepare briefing materials for MCVF staff and Board leadership
- Complete research profiles on donor prospects
- Conduct research on MCVF funds to ensure compliance with donor intent
- Create reports that show fundraising progress and effectiveness
- Assist with preparation and distribution of stewardship reports to donors
- Work collaboratively with development colleagues across the University
- Perform other related duties as assigned

QUALIFICATIONS:

- Bachelor's degree required
- Minimum of five years of relevant experience
- Proven track record in constituent relations and special event planning
- Proficiency in Microsoft Word and Excel, experience with constituent tracking database
- 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

WORK ENVIRONMENT:

This is a salaried position in an organization with a great mission and excellent benefits. The work week is typically 40 hours; however, the candidate may occasionally need to work as needed to meet project timelines. There are several events throughout the year that occur on evenings or weekends that the candidate must attend.

SALARY:

Commensurate with experience.

TO APPLY, PLEASE SEND COVER LETTER, RESUME TO:

Brian S. Thomas
Vice President and Chief Development Officer
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