

Director of the Averett Society and Constituent Relations

Department: Institutional Advancement

Location: Main Campus, Danville, VA

Summary Position Description

Reporting to the Vice President of Philanthropy, the Director of the Averett Society and Constituent Relations (Director) will have oversight and management of all annual giving programs, this includes and not limited to mail, digital, social, giving days, and segmented based giving solicitations across the University's constituent communities – alumni, parents, friends, community partners.

The Director will sustain an active portfolio of donor relationships to increase leadership-level giving, complete 15 or more personal visits each month, coordinate various fund-raising project planning, implementation and reporting, and manage staff.

Qualifications

Master's degree is preferred, minimum of a bachelor's degree is required.

Minimum of five years relevant fund-raising experience, within higher education preferred; track record of success in managing annual giving programs, securing leadership and meeting fund raising goals.

Proven record of leadership and accomplishment in the field of development and fundraising success, especially in annual and leadership giving.

Proven record of being a self-starter, who is proactive and goal oriented with the ability to work autonomously and take initiative and make decisions.

Superior oral, non-oral, and written communication and interpersonal skills.

Working knowledge of donor database systems; Raiser's Edge software preferred.

Proven supervisory and team leadership experience.

Availability for periodic evening and weekend work is required.

Must possess a valid driver's license.

Duties

Provide thoughtful leadership and high-level support to the Vice President of Philanthropy and the Institutional Advancement team in formulating a strong action plan for cultivation, solicitation, and stewardship of donors and prospects for annual and multi-year gifts.

Knowledge of advancement programs and annual, leadership and major gift development, including prospect tracking systems and proper documentation standards.

Plan and execute annual giving solicitations as well personal leadership solicitation strategies leading to increased giving society participation.

Proven ability to analyze, plan, and meet deadlines.

Ability to travel extensively by both car and plane, often outside the university's normal business hours.

Maintain computer records of contacts and solicitations, and implement stewardship activities as gifts and pledge payments are received.

Maintain personal development travel schedule and coordinate cultivation, solicitation and stewardship with Institutional Advancement.

Identify and cultivate a prospect pool of graduates and other key constituencies.

Work Schedule:

This is a salaried, exempt, professional level position—hours are varied.

Demands of the Position

Extensive Travel Required

This position requires all of the following to be performed, with or without reasonable accommodations:

- Use of computer and various software (word processing, spreadsheet, web-based) as well as other common office equipment such as telephone, copier, fax, printer, etc.
- Comparing, synthesizing, computer, compiling, copying, and analyzing information
- Speaking, hearing, and visual acuity is necessary
- Physical activity will include grasping, reaching, keyboarding, and the ability to move items up to 25 pounds, such as a box of printer paper or office supplies.

Submit letter of interest in and qualifications for the position, current resume, and three professional references to: Melissa E. Wohlstein at directorofaverettsociety@averett.edu

Selection Committee, c/o Melissa Wohlstein, Vice President of Philanthropy c/o Averett University
420 West Main Street, Danville, VA 24541

No phone calls please.

Review of candidates will begin immediately; applications will be accepted until the position is filled. The desired start time is June 2021.

Please note:

Background checks are required for all positions.

An applicant must have an unrestricted right to work in the U.S.

Averett University's policies, programs and activities, including hiring practices, comply with federal and state laws and regulations prohibiting discrimination on the basis of race, color, religion, age, national origin, sex, disability, sexual orientation, and gender identity or expression and veteran status.

Averett University is an Equal Opportunity Employer and an Employer of National Service. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.