University of Virginia  
School of Engineering and Applied Sciences (SEAS)

JOB DESCRIPTION:

Job Title: Development Associate  
Full-time/Part-time: Full-time  
Supervisor: Associate Vice Presidents, SEAS Development  
Department: SEAS Development Office, UVA  
Date Posted: 06/01/2007

BACKGROUND/ SUMMARY:

The School of Engineering and Applied Science at UVa is engaged in a historic and ambitious fundraising Campaign with a dollar target that is far greater than has been raised in previous campaigns. To reach our goal, we will need to develop, cultivate, solicit and secure an unprecedented number of Major Gifts from individuals, corporations and foundations. At the same time, this Campaign aims to build a foundation for increased alumni annual giving through the creation of a much stronger Annual Fund and a much more robust program of alumni engagement and donor stewardship. The SEAS Development Associate will provide critical support and initiative in advancing these objectives, including administrative, technical and programmatic support to the Campaign, Major Gift and Corporate development officers in particular, and the SEAS Development Office in general.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Provide support to the two Associate Vice Presidents who are responsible for Major Gifts and the Capital Campaign. Develop a thorough understanding of all services and processes of the SEAS Development office and provide entrepreneurial input and assistance in meeting the objectives of the SEAS Development Office.

- Assist in coordinating the SEAS donor stewardship program.

- Work with UDO Central Development’s Information Systems, to establish and maintain the financial and prospect data related to Campaign/Major Gift fundraising.

- Assist in the planning and staffing of Campaign/Major Gift events and programs.
o Assist in processing and acknowledging major gifts and participate in the stewarding of these Campaign/Major Gift donors and prospects.

o Provide administrative support such as word processing, record keeping, processing duties, scheduling of meetings and travel. Provide assistance with correspondence and inquiries from donors, especially as it relates to the Capital Campaign and Major Gifts.

o Serve as the office expert on donor database management and report generation for the BSR/Advance Database System.

o Perform other duties as required.

**EDUCATION:**
- Bachelor's degree preferred.

**EXPERIENCE:**
- Three years of experience in higher education advancement or business preferred.

**SUPERVISION:**
- The incumbent does not have any positions reporting to him/her currently but may have the support of work-study students. May occasionally provide training and guidance to temporary staff.

**KNOWLEDGE:**
- Knowledge of the BSR/Advance Database system is strongly preferred. If not, the ability to master the BSR/Advance system and a strong interest and familiarity with technology and database management systems is necessary. Familiarity and comfort with use of basic office machinery, such as copy machine, fax, computer.
- Knowledge of SEAS, University of Virginia and/or University communities a plus.

**SKILLS/ CERTIFICATIONS:**
- In addition to technical experience described earlier, proficiency and working knowledge of Microsoft Office Products including Word, Excel, PowerPoint, Access, Outlook, and Publisher.

**CONTACTS:**
- Contact with SEAS Development office, SEAS Dean's office, all SEAS department staff, faculty and students.
- Contact with UDO divisions and UVa community.
- Contact with SEAS alumni, particularly Major Gift donors and high-level prospects.
- Contact with SEAS Board of Trustees.
Contact with outside vendors including hotels, caterers, printers, photographers, etc.

**ABILITIES:**
- Excellent organizational, writing and project management skills.
- Positive attitude.
- Team-focused and detail-oriented.
- Ability to keep up to date with software programs relevant to position.
- Must exhibit strong interpersonal skills, communicate effectively, and maintain a professional demeanor.
- Customer/constituent focus with the ability to work with confidential data.
- Ability to prioritize and manage multiple tasks simultaneously and remain cognizant of deadlines and schedules.
- Ability to work well with fellow staff, faculty, alumni, vendors, and general public.
- Ability to work independently, in a fast-paced and changeable environment.
- Ability to work well under pressure and maintain a calm demeanor.
- Ability to define problems, collect data, establish facts, draw valid conclusions and suggest/provide solutions.

**ENVIRONMENTAL/ WORKING CONDITIONS:**
- General fast-paced office environment. Requires sitting and standing associated with a normal office environment.

**PHYSICAL/ MENTAL DEMANDS:**
- Occasionally required to lift and transport materials weighing up to 25 pounds. Manual dexterity using computer keyboard.

**OTHER:**
- Occasional travel, evening work and weekend work may be necessary.
- Ability to complete other projects and tasks as assigned.

**TO APPLY:**
- Send cover letter and resume to UVA SEAS Development, c/o Mr. Davies Bisset, Associate VP, dwb2b@virginia.edu or PO Box 400256, Charlottesville, VA 22904.