

# WILLIAM & MARY

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## UNIVERSITY ADVANCEMENT

### Development Associate - School of Computing, Data Sciences, and Physics

#### Unit Mission Statement

In University Advancement, we create the conditions for opportunity – human, financial & experiential – by garnering and stewarding the resources that advance William & Mary.

#### Position Summary

The Development Associate is a key member of the School of Computing, Data Sciences, and Physics (CDSP) Development team within University Advancement. Reporting to the Executive Director of Development, the Development Associate provides comprehensive administrative and programmatic support for donor stewardship, engagement, fundraising communications, volunteer and advisory board relations, and development operations.

Working closely with CDSP leadership, faculty, staff, donors, volunteers, and colleagues across University Advancement, the Development Associate helps advance fundraising priorities by coordinating donor communications, supporting stewardship and recognition efforts, maintaining board engagement activities, assisting with special events, and producing reports and materials that support fundraising strategy and donor relations. The position serves as an essential partner in creating meaningful donor experiences and ensuring the effective execution of development initiatives that strengthen philanthropic support for CDSP.

The Development Associate will help foster a culture of belonging that embraces all people and perspectives. This is a hybrid position based in Williamsburg that offers a flexible work environment.

Learn more and download the position description on the University Advancement recruitment website: <https://advancement.wm.edu/come-work-with-us>.

## Required Qualifications

- Bachelor's degree in a related field or the equivalent combination of education, training and experience.
- Strong working knowledge of general office policies and processes with the ability to provide strong administrative support and interpret, apply and communicate a variety of policies and procedures.
- Strong interpersonal, oral and written communication skills, with the ability interface effectively and discreetly with a diverse constituency and work collaboratively as strong team player.
- Strong administrative skills, with the ability to draft and revise documents in a variety of formats, order supplies and coordinate meeting logistics.
- Strong writing, proofreading and editing skills, with a demonstrated eye for detail and accuracy.
- Proficiency with a variety of software applications, including Microsoft Office Suite (specifically, Word, Excel, PowerPoint and Outlook) as well as web-based applications.
- Demonstrated ability work as a strong team player as well as independently; exercise sound judgment in all interactions and when making decisions or recommendations.
- Strong organizational skills with the ability to work independently while managing multiple tasks, relationships and other competing priorities within tight deadlines.
- Strong administrative experience in a complex organization.
- Demonstrated experience supporting several staff with competing priorities.

## Preferred Qualifications

- Knowledge of general accounting practices and procedures.
- Strong working knowledge of Outlook (Calendar Management).
- Working knowledge of Blackbaud CRM or understanding of relational databases and their function.
- Experience tracking and projecting expenditures.
- Demonstrated and substantive experience in senior level administrative position is highly preferred.
- Prior experience with calendar management, performing fiscal support administration (i.e processing invoices, travel authorizations, reimbursements) is highly desirable.
- Prior experience in donor/client relationship management or working in a non-profit fundraising environment is desirable.
- Previous experience in higher education and or mentoring/ overseeing the work of others is a plus.

## Conditions of Employment

- This is a non-exempt position, eligible to receive overtime in accordance with the Fair Labor Standards Act.
- This position may be subject to overtime during high peak times, etc. as directed and approved by the supervisor.

## Position Duties

### Stewardship and Engagement, 50%

- Assist with the planning and execution of donor stewardship and engagement activities that support fundraising priorities for the School of Computing, Data Sciences, and Physics (CDSP).
- Coordinate donor recognition efforts, including gift acknowledgements, stewardship correspondence, impact reports, donor profiles, and recognition materials.
- Draft, proofread, and facilitate donor-facing communications on behalf of development leadership, including thank-you letters, event invitations, newsletters, and impact updates.
- Support the preparation of donor stewardship reports and collaborate with appropriate University Advancement partners to gather content demonstrating the impact of philanthropic investments.
- Coordinate logistics for donor visits, cultivation opportunities, stewardship events, and special programs, including scheduling, invitations, registration management, briefing materials, event preparation, and day-of support.
- Support engagement related to university-wide fundraising initiatives such as Homecoming, Charter Day, One Tribe One Day, and other development-driven campaigns as they relate to CDSP.
- Assist with prospect and proposal research, data gathering, and report preparation to support fundraising strategy and donor engagement efforts.
- Maintain accurate donor, event, and stewardship records and assist with generating reports that track engagement activity and fundraising progress.

### Board Support, 30%

- Provide administrative and logistical support for CDSP advisory boards and other volunteer fundraising groups, including scheduling meetings, preparing agendas and materials, coordinating logistics, and documenting follow-up actions.
- Serve as a primary point of contact for board members regarding routine inquiries and coordinate responses with CDSP and University Advancement leadership.
- Maintain board records, membership information, attendance records, meeting materials,

and historical documentation to ensure effective volunteer engagement and continuity.

- Assist in the planning and execution of board meetings, special events, and volunteer engagement opportunities that advance CDSP fundraising priorities.
- Prepare reports, briefing documents, and fundraising updates for advisory board members and development leadership.

### **Communications and Development Operations, 20%**

- Assist the Executive Director of Development with donor-facing communications and development-related projects in collaboration with CDSP and University Advancement partners.
- Develop and coordinate content highlighting donor impact, philanthropic support, fundraising outcomes, faculty initiatives, and student success stories for use in stewardship and development communications.
- Generate and analyze reports from advancement databases to support donor stewardship, event planning, board engagement, and fundraising activities.
- Maintain development files, event records, communication materials, and other documentation supporting advancement operations.
- Provide general administrative support for development activities, including meeting coordination, material preparation, travel logistics, expense processing, and other operational functions as assigned.
- Identify opportunities to improve processes and enhance donor and volunteer engagement through efficient and innovative administrative practices.

### **Equal Opportunity Statement**

EEO is the Law. Applicants can learn more about William & Mary's status as an equal opportunity employer by viewing the "Know Your Rights" poster published by the U.S. Equal Employment Opportunity Commission. <https://www.eeoc.gov/know-your-rights-workplace-discrimination-illegal>

### **Background Check Statement**

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.

**Benefits Summary Statement**

William & Mary offers our employees a full array of benefits including retirement, health insurance with options for expanded dental and vision along with group and optional life insurance with coverage for spouse and children, flexible spending accounts, and an EAP (Employee Assistance Program). Our employees enjoy additional university benefits such as educational assistance, professional development, wellness benefits, and a robust holiday schedule. All employees have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more.

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In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee's total compensation package. Below is a comprehensive overview of benefits for the **Development Associate, CDSP** position with the top salary of **\$75,000, commensurate with experience**. This position is classified as operational which defines the benefits package.

### HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. As state employees, we have multiple health insurance plans to tend to our employees' health needs. The Commonwealth's Department of Human Resources Management (DHRM) administers all plans. For in-depth descriptions and cost of premiums for each plan, including optional buy-ups, visit [DHRM's Health Benefits website on plan choices](#). *New employees are required to make health coverage selections within 30 calendar days of hire date.*

**Optional Life Insurance** For benefits-eligible employees, a group life insurance policy is provided for you. The amount is equal to your annual salary rounded to the next highest thousand (when applicable), and then doubled. This is a double indemnity policy that would pay twice the value of the insurance in the event of an accidental death. .

**Long Term Care Insurance** The Virginia Retirement System (VRS) has contracted with Genworth Life Insurance Company to offer Long-Term Care Insurance to Commonwealth of Virginia employees. Coverage is participant-paid (directly billed to employees and not payroll deducted) for a monthly benefit allowance of covered long-term care expenses.

### TIME OFF

In addition to 12 paid holidays per year, you will accrue 12 days per year of **annual leave**, which may be used however you wish, including vacations and other personal purposes, or to cover other kinds of leave for which you have zero balance.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, for services within their communities through school assistance or as a volunteer member of a community service organization, so you can get out there and be a part of the broader community.

### RETIREMENT

In addition to Social Security, contributions will be made for you to a Virginia Retirement System (VRS) plan. The VRS plan that you are eligible to participate in is based on your hire date.

#### **VRS Hybrid Plan (for employees hired on or after January 1, 2014 with no prior state service)**

This is a combination of a defined (or fixed) benefit retirement plan and defined contribution (or 401k-like) plan. Members must have at least five years of service and have attained age 60 to retire early with reduced benefits. To receive full benefits, the member must be of social security age and have at least five years of service credit or when age and service credit equal at least 90.

The benefits received under the defined benefit portion of the plan are determined by salary, length of service, age at retirement, and the retirement income option selected (e.g., survivorship, partial lump-sum optional payout). The benefits received under the defined contribution portion of the plan are determined by the contribution level and fund performance over time. More information about the [VRS Hybrid Plan](#) can be obtained at the VRS website.

## ADDITIONAL PERKS

In addition to the perk of living in Williamsburg, close to beautiful parks, nature trails, fabulous shopping, Second Sundays on Merchant's Square, farmer's markets and more, William & Mary employees enjoy these additional perks.

## EMPLOYEE EDUCATIONAL ASSISTANCE

Under the [Educational Assistance Policy](#), faculty and staff who are eligible for retirement participation may be eligible to enroll in certain academic credit courses at William & Mary and have the current tuition paid or waived for up to 6 credit hours each semester and during summer session (all summer sessions combined). Some restrictions do apply. In certain cases, an employee may be approved to enroll in an academic course at an institution other than William & Mary and have the current tuition reimbursed. If you have questions after reading the policy, please contact the Tax Compliance Office at [Tax@wm.edu](mailto:Tax@wm.edu).

## AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance and disability, etc. These are optional plans. For additional information please call 1-800-992-3522 or visit [AFLAC](#) on the web.

## DISCOUNTS

W&M ID Card Local Discounts: Employees can use their ID card at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases.

Colonial Williamsburg Collegiate Pass: W&M employees are eligible for a discounted Colonial Williamsburg Collegiate Pass, which includes the use of Colonial Williamsburg's bus system and admission into any of the exhibits in the restored area. Present your W&M ID at the Colonial Williamsburg Visitor's Center or ticket offices to get your discounted pass.

Statewide Discounts: [DHRM List](#) information is online.

## OTHER GREAT PERKS

Use of W&M Facilities: Many university facilities, including the [recreational facilities](#) and [the libraries](#), as well as [fitness classes](#), are available to employees. Contact specific facilities for details.

SunTrust Bank: SunTrust Bank provides benefits to William & Mary employees. For questions and assistance, please contact your local Jamestown Road SunTrust Branch (1186 Jamestown Road, Williamsburg, VA 23185) at 757-603-4749.

Child Care: [Williamsburg Campus Child Care](#) (WCCC) is a nonprofit organization which has had a successful program in Williamsburg since 1981.

CommonHealth: [CommonHealth](#) of Virginia offers programs available to all full-time William & Mary employees and dependents.

Legal Resources: [Legal Resources](#) is a program that allows employees to pay \$16.50 per month for legal services. Visit the website to learn more.