



### **Director of Development, Law School**

#### **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 Director of Development, is an important member of the Law School fundraising team in the Office of Advancement. The Director is responsible for developing and managing a portfolio of donors and building philanthropic strategies for the donors and prospects in support of priorities for William & Mary Law School.

The Director reports to the Senior Director/Senior Assistant Dean of Advancement and works closely with internal partners at the Law School including administration, faculty, staff, students and internal partners in University Advancement.

The Director is expected to develop an appropriate-sized major gift portfolio of prospects by the end of their second year in the position and will be expected to conduct an appropriate number of \$50,000 asks based on the portfolio. In addition to annual dollars raised, performance goals include number of asks and closes, activity/move measures as well as the number of prospects identified and qualified for major gift potential.

The Director will help foster a culture of belonging that provides opportunity for all people and perspectives. This is a hybrid position based in Williamsburg, VA, that offers a flexible work environment.

#### **Required Qualifications**

- Bachelor's degree or the equivalent combination of education, experience, and training.
- 5-7 years experience managing and developing relationships with constituents, clients, or customers Examples include outside sales, marketing or public relations, financial planning or wealth management, admissions or enrollment, and membership development, as well as academic fundraising or alumni engagement.
- Demonstrated success in major gift fundraising, with a track record of securing gifts of \$25,000+ preferably in a higher education or nonprofit setting.
- Proven ability to build and manage productive relationships with donors and key stakeholders.
- Successful experience managing boards or committees to maximize engagement with the institution.

- Ability to think strategically with excellent organizational skills and a demonstrated capacity to develop, implement and adhere to long-term plans that align with institutional goals. Excellent interpersonal, written, and oral communication skills with fluency in using persuasive language to promote visionary opportunities.
- An entrepreneurial spirit, independence, and ability to work effectively and successfully with minimal supervision and collaborate while building consensus among colleagues and managing complex priorities and projects concurrently.
- Commitment to diversity, equity, and inclusiveness, including, but not limited to, collaboration, staffing, and programming

### **Preferred Qualifications**

- Progressively responsible experience managing and developing relationships with constituents, clients, or customers, in a for-profit or nonprofit setting, with the ability to innovate, implement dynamic change and exceed goals.
- Experience working within a Campaign environment and understanding of Campaign planning, implementation and management.
- Master's Degree
- Experience in higher education
- Proficiency in donor/relational databases (such as Blackbaud CRM, Raiser's Edge)

### **Conditions of Employment**

- This position may require additional hours beyond the typical work hours to include evenings and weekends.
- Must have the ability to travel extensively throughout the assigned region.

### **Job Duties**

#### Portfolio Management, 80%:

- Develop and execute a plan to increase major gift support for the Law School through the moves management process. Qualify, build, and manage a portfolio of 125 to 150 prospects through all stages of the donor cycle, including discovery (qualification), cultivation, solicitation and stewardship.
- Coordinate prospect research with the Prospect Development team to identify new major donor individual/institutional prospects from the database and other sources
- In coordination with the Director of Law Advancement Communications, prepare letters of inquiry and proposals to prospects and donors on behalf of the university, requesting support for endowment, education, research and capital priorities.
- Develop working knowledge of the Law School's goals, priorities and programs, and align fund-raising efforts with priorities.

- Research and write briefings to prepare colleagues, including leadership and faculty, for effective meetings with major gift prospects.
- Direct follow-up correspondence and objectives resulting from donor meetings. Ensure effective use of prospect management tools, research, contact reports and document all advancement activity in the donor/prospect database.
- Suggest potential prospects for trustee and advisory boards.
- Manage and execute Firm Sponsorship program

Volunteer Management, 15%:

- Assist the Senior Director of Donor Relations, Stewardship and Alumni Engagement with the Alumni Association Board volunteers and management.
- Serve as the liaison for the Alumni Association Board Development Committee. Work with Chair/s to plan meetings, develop agendas, and execute follow up.
- Coordinate with key volunteers to broaden the major gift and leadership gift base.
- Other duties as assigned

William & Mary Law School Foundation, 5%:

- All work below is related to the support for gifts and/or communication about gifts that will support the William & Mary Law School Foundation (WMLSF)
- Negotiate, finalize, accept, document, and execute gift agreements to the WMLSF.
- Record and store gift agreements to the WMLSF.
- As appropriate, manage and invest gifts to the WMLSF.
- Document, administer and steward gifts to the WMLSF.

### **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.



# WILLIAM & MARY

CHARTERED 1693

OFFICE OF UNIVERSITY ADVANCEMENT

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 **Director of Development, Law School** position, with the salary of **up to \$80,000-\$100,000 commensurate with experience**. This position is classified as professional which defines the benefits package.

## HEALTH & LIFE

Our **health plan options** are designed to support a healthy lifestyle for you and your family. You may enroll in a statewide health plan, regional plan, or, if living or working in the Hampton Roads area only, a health maintenance organization (HMO). Full-time employees pay the employee portion of the total monthly premium, and the state pays the remainder of the cost, anywhere from \$584 to \$1,802 per month depending on the employee's plan; premiums are deducted from paychecks before taxes are paid.

**Group life insurance** policy is also 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.

Employees are covered by one of two disability plans: University Sick & Disability Plan (university plan) or Virginia Sickness and Disability Program (VSDP).

**University Sick & Disability Plan** provides 100% pay for 120 calendar days for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. Each July, 30 days of short-term disability are restored. A long-term disability plan is available for an additional cost.

**The Virginia Sickness and Disability Program (VSDP)** provides 60% pay up to six months for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. This percentage increases after five years of service. A **long-term disability** plan is also available at no cost to you. This provides you with 60% preinjury salary.

## TIME OFF

In addition to 12 paid holidays per year, William & Mary offers several leave programs. You will accrue 24 days per year of **annual leave**, which can be used for personal time, vacation, and sickness.

Employees also accrue 4 - 8 days of **sick leave** to be used if you are sick or injured, or for medical appointments.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for **community service leave**, so you can get out there and be a part of the broader community.

## RETIREMENT

All salaried and benefits-eligible employees can choose to participate in the state retirement plan (VRS) or the Optional Retirement Plan (ORP). VRS contains both a pension benefit with 100% vesting after 5 years of employment and a defined contribution component with William & Mary contributing up to 3.5%. With ORP, vesting is immediate and is solely a defined contribution plan in which William and Mary is contributing 8.5% of your salary.

Take advantage of any or all our optional 403(b) and 457 savings programs offering pre-tax savings or Roth after-tax deferrals. Contribute up to the IRS-determined limit annually in each account and receive a 50% match from William & Mary for up to \$20 per pay period.

## 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, disability insurance, etc. These are optional plans. More information about AFLAC can be found on the [AFLAC](#) website, or you may contact Brad Klavan at [Bradford\\_Klavan@us.aflac.com](mailto:Bradford_Klavan@us.aflac.com), or 757-652-0912.

### 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

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.