

Job Requisition:

JR101948 Director of Development, Law School (Open)

Job Posting Title:

Director of Development, Law School

Department:

CC00206 WM001 | SLAW | Law Alumni Affairs & Development

Job Family:

Staff - Giving: Annual, Major Gifts, & Planned

Worker Sub-Type:

Regular (benefited)

Job Requisition Primary Location:

School Of Law

Primary Job Posting Location:

Posting Location - William & Mary

Job Description 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.

Job Description:

Required Qualifications:

- Bachelor's degree or the equivalent combination of education, experience, and training.
- Significant experience (typically 5+ years) 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 \$50,000+ 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.

Preferred Qualifications:

- Master's Degree.
- 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.
- Experience working 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:

80% - Portfolio Management:

- 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.

15% - Volunteer Management:

- 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.

5% - William & Mary Law School Foundation:

- 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.

Posting Range: \$80,000-\$100,000 commensurate with experience

For full consideration please submit both a resume and cover letter and apply by the review date of August 10, 2026.

Additional Job Description:

Job Profile:

JP0418 - Senior Annual Giving Officer - Exempt - Salary - S12

Qualifications:

Compensation Grade:

S12

Recruiting Start Date:

2026-07-23

Position Restrictions:

Continuing E&G funded position and not term-limited

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: 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.

Remote Work Disclaimer: Remote work eligibility is not guaranteed and is subject to approval. Employee eligibility depends on the likelihood of the employee succeeding in a remote work arrangement and the supervisor's ability to manage remote workers. Departments and/or Human Resources may amend, alter, change, delete, or modify eligibility.