



Executive Director of Development for the School of Education

Mission Statement

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

William & Mary Foundation’s defining and essential mission is to support the university’s people and programs. By seeking private support, and then diligently managing those funds, the W&M Foundation advances and furthers the work of William & Mary’s students and faculty —providing vital resources for scholarships, professorships, research and program funding.

Consistent with the university’s shared services agreement with the William & Mary Foundation (WMF), this position is assigned 5% effort to support WMF with the responsibilities outlined below.

Position Summary

The Executive Director of Development for the School of Education is the strategic fundraising leader for the benefit of the School of Education. The School of Education prepares transformative leaders for a rapidly-changing world and educational landscape. Our faculty, students, alumni and partners are constantly working to create new knowledge in the fields of educational theory, practice and policy – then taking that research and developing meaningful ways to put it to work in classrooms and clinics.

The Executive Director reports to the Assistant Vice President for Schools & Academic Initiatives in the Office of University Advancement and is a strategic partner to the Dean. The Executive Director is responsible for the leadership and strategy for private philanthropy for the benefit of the School of Education, developing, implementing, and executing strategy for institutional development to advance philanthropic efforts of the School. As a seminal thinker and leader with a demonstrated ability to capitalize on the unique role of the School in an academic and research setting, the Executive Director will work to establish target markets and align philanthropic and engagement strategies and resources to maximize impact.

The Executive Director will be a collaborative leader who helps foster a culture of belonging that embraces all people and perspectives. This position is based in Williamsburg, Virginia, and offers a flexible work environment. Review and download the full position description for this job on “Featured Job Opportunities” on the University Advancement recruitment website: <https://advancement.wm.edu/come-work-with-us/open-positions/index.php>.

Required Qualifications

- Bachelor's degree with demonstrated experience directly related to the position.
- Significant experience in increasingly more responsible roles in development/advancement in a nonprofit or higher education setting.
- Strong leadership and management skills and the ability to drive a culture of engagement and philanthropy and motivate donors in a metrics-driven environment.
- Proven ability to plan, execute, and close significant major gifts (\$100,000 and higher) and reach aggressive goals.
- Commitment to teamwork and willingness to work collaboratively with colleagues from across the university, capitalizing on the opportunities that diverse ideas and thoughts can provide.
- Excellent interpersonal, oral and written communication skills and fluency in using persuasive language to promote visionary gift opportunities. Advanced writing skills with demonstrated expertise in drafting and executing creative individual and corporate foundation relations (CFR) focused strategies.
- High level of ease working independently and demonstrated work ethic and integrity.
- Significant organizational skills and an ability to handle multiple and complex tasks and projects concurrently.

Preferred Qualifications

- An advanced degree in a related field.
- Extensive fundraising experience with a proven track record of identifying, cultivating, soliciting and stewarding major gifts.
- Experience working in higher education.
- Demonstrated performance leading fundraising strategy in an academic unit.
- Fundraising campaign experience.
- Management skills to educate, lead and inspire fundraising professionals and other team members.

Position Duties

Portfolio Management, 55%

- Develop and manage an appropriate-sized major gift portfolio of donors by the end of the second year in the position and to be able to conduct an appropriate number of \$50,000 asks based on the portfolio. In addition to annual dollars raised, performance goals include the number of asks and closes, activity/move measures as well as the number of prospects identified and qualified for major gift potential.
- Meet or exceed fundraising metrics and major elements of the solicitation process from cultivation to solicitation to stewardship.
- Create, coordinate, and implement thoughtful and donor-centric development strategies designed to reach the most significant prospects of the School of Education within their own portfolio as well as those whose relationship with W&M may be managed by other staff (this involves playing the lead relationship role with some donors and with other donors will require a complex, behind the scenes coordination among academic leadership and development officers, and volunteers).
- Proactively lead strategy sessions on prospects for School of Education. Create the program most directly related to the success of fundraising for the particular fiscal year, the campaign,

- and beyond, and for communicating internally with all interested parties.
- Oversee innovative, systematic, and integrated donor engagement programming that encompasses donor appreciation events, endowed programs and building naming dedications.
- Develop comprehensive briefings for the Dean, President, VP for University Advancement, Associate Vice President for Advancement/Chief Development Officer, and other university and advancement leaders as needed.
- Serve as liaison to and work in conjunction with W&M University Advancement on current and future fundraising initiatives.

Program Leadership, 40%

- Lead and direct a comprehensive, strategic, fundraising program for the School of Education (to include, but not be limited to, leadership and major gifts, annual fund, planned gifts, corporate and foundation relations, and donor acquisition programs).
- Partner closely with the Dean to identify and define fundraising priorities.
- Collaborate with Office of University Advancement colleagues.

Foundation, 5%

- Foundation Support: All work below is related to the support for gifts and/or communication about gifts that will support the WMF or other university foundations.
- Negotiate, finalize, accept, document, and execute gift agreements to the WMF.
- Record and store gift agreements to the WMF.
- As appropriate, manage and invest gifts to the WMF.
- Document, administer and steward gifts to the WMF.

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

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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 **Executive Director of Development, School of Education** with the salary **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.

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.

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.