

WILLIAM & MARY

UNIVERSITY ADVANCEMENT

Associate Director of Development, Interdisciplinary Initiatives

Mission Statement

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

The William & Mary Foundation advances the university’s highest aspirations by securing private support, guiding a multi-asset investment portfolio and offering strategic leadership. In this work, we propel the university toward national preeminence and help shape a future worthy of its history.

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 Associate Director of Development for Interdisciplinary Initiatives (Associate Director) is an important member of the schools and units fundraising team in the Office of Advancement at William & Mary. The Associate Director is responsible for developing and managing a portfolio of donors and building philanthropic strategies for donors and prospects for Interdisciplinary Initiatives.

The Associate Director reports to the Senior Director of Development for Interdisciplinary Initiatives and works closely with internal partners in Advancement, as well as with partner units to cultivate engagement and support from the William & Mary community. The Associate Director will also work closely with other development professionals including colleagues on the communications, events, stewardship, alumni engagement, and annual giving teams, as well as staff and faculty partners on campus.

The Associate Director is expected to identify, cultivate, and manage relationships with potential major gifts donors, while developing an appropriate-sized major gift portfolio of prospects by the end of their second year in the position and to be able to conduct an appropriate number of major gift asks based on the portfolio. The Associate Director will combine strategic planning with the ability to move decisively when opportunities arise. 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 Associate Director 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/open-positions/index.php>.

Required Qualifications

- Bachelor's degree or the equivalent combination of education, training and or experience.
- Commitment to diversity, equity, and inclusiveness, including, but not limited to, collaboration, staffing and programming.
- Understanding of philanthropy in higher education the impact it has on the future of higher education.
- Experience (typically 3+ 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.
- Excellent interpersonal, written and oral communication skills with fluency in using persuasive language to promote visionary opportunities.
- An entrepreneurial spirit, flexibility and independence as well as the ability to work effectively and successfully with minimal supervision and collaborate while building consensus among colleagues and manage complex priorities and projects concurrently.

Preferred Qualifications

- Progressively responsible experience (typically 3+ years) 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 in major gift fundraising in a higher education environment.

Conditions of Employment

- This position is subject to additional hours beyond the typical workday, to include evenings and weekends.
- This position may require overnight travel.

Job Duties

Portfolio Management, 75%

- The Associate Director's primary focus is the identification and qualification of prospects who may or may not have existing ties with the university with the goal to build a pipeline of donors for the region.
- Qualify, build and manage an appropriate-sized portfolio of prospects, and participate in one-on-one virtual and in-person cultivations and solicitations of gift opportunities.
- Cultivate, solicit and move prospects toward gifts benefitting any/all of William & Mary's schools and programs, targeting philanthropic commitments of \$50,000+.
- Work with the Senior Director and regional, central, and university colleagues to identify, qualify, cultivate, solicit, and close gifts while stewarding donors and prospects with major gift capacity.
- Coordinate prospect research with the Prospect Development team to identify new major donor individual/institutional prospects from the database and other sources. Review listings of alumni, parents and friends from the database and other publicly available sources and help to develop individual strategies to engage and cultivate them for new gifts.
- 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 a working knowledge of the university'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 correspondences and objectives resulting from donor meetings. Document all advancement activity in the donor/prospect database.
- Suggest potential prospects for trustee and advisory boards.

Cross-Campus Partnerships, 15%

- Develop and implement overall strategies for advancement and engagement initiatives within interdisciplinary initiative unit, including coordination of leadership travel, prospect strategies and engagement activities with other giving officers in the assigned region, parents' program, constituent units (law, business, athletics, A&S, VIMS, Libraries, School of Education, etc.), other regional teams, planned giving and principal gifts.
- Collaborate closely with constituent unit-based development staff and Senior Director of Interdisciplinary Initiatives as appropriate regarding donors with single interests and/or with high-end capacity.

Volunteer Management, 10%

- Provide support to development efforts of unit advisory boards.
- Other duties as assigned.

William & Mary Foundation, 5%

- 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.
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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. To learn more, go to: <https://www.wm.edu/offices/uhr/benefits/index.php?type=none>

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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 Associate Director of Development, Interdisciplinary Initiatives.** 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

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.

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.