**Position Title: Assistant Director of Stewardship**

The University of Virginia McIntire School of Commerce Foundation is seeking an **Assistant Director of Stewardship** to join its Advancement Team.

The McIntire School Advancement team engages, cultivates, solicits, and stewards alumni, parents, friends, volunteers, and corporate partners in support of the mission of the McIntire School of Commerce at the University of Virginia. Our approach is thoughtful, meaningful, and constituent-centric.

In collaboration with McIntire Advancement and UVA Advancement, the Assistant Director of Stewardship will develop stewardship communications that convey recognition and appreciation, including prompt, accurate, and personalized gift acknowledgments. The person in this position will coordinate and implement cultivation and stewardship programs for McIntire School Foundation donors.

Working closely with the Senior Director of Annual Giving & Advancement Operations, this position will also support annual endowment and scholarship reporting initiatives, lead efforts and events to educate McIntire School students about the impact of philanthropy and help execute a comprehensive strategy for the stewardship and donor engagement efforts for McIntire’s *Inspire the Next Century* campaign.

The McIntire School of Commerce Foundation offers a flexible, hybrid workplace and a fun, fast-paced, supportive, and flexible professional team.

The University of Virginia is one of the highest-ranked public universities in the United States. The McIntire School of Commerce is one of the highest-ranked undergraduate business schools in the nation and is recognized for excellence and innovation in both undergraduate and graduate business education and scholarship. The McIntire School awards a Bachelor of Science in Commerce and Master of Science degrees in Management of Information Technology, Business Analytics, Commerce, Accounting, and Global Commerce. The McIntire School is dedicated to educating and inspiring students to become visionary leaders who shape global business with integrity, purpose, intercultural fluency, and a fundamental understanding of how commerce can contribute to the common good.

# Qualifications

* Bachelor’s degree
* Relevant stewardship, alumni engagement, communications, nonprofit, or other transferable experience.
* Interpersonal Versatility - The proven ability to exercise discretion and good judgment; the ability to work well with a variety of diverse constituents; excellent written and verbal communication skills with an enthusiastic and positive approach.
* Inclusive Excellence - Demonstrated knowledge, skills, abilities, and experiences that support a diverse workforce and inclusive environment.
* Team Player - The ability to work both independently and in coordination with colleagues is vital to success in this position.
* Organizational Expertise - Ability to plan, develop, schedule, and manage multiple projects to completion with diligent preparation and follow-up.
* Previous experience with Ellucian CRM Advance or another constituent database is highly preferred.

This is a hybrid-eligible position in Charlottesville, VA. The person in this position must also have access to and maintain a secure home office environment with high-speed internet service.

**Anticipated Hiring Range:** $55,000- $65,000

**To Apply:**

Interested applicants should email a resume and cover letter to Jim Heetderks, Director of Business Operations ([heetderks@virginia.edu](mailto:heetderks@virginia.edu)).

Review of applicants will begin immediately, and the position will remain open until filled.

*The University of Virginia McIntire School of Commerce Foundation is an equal opportunity and affirmative action employer and welcomes diversity in all forms. We believe diversity is excellence expressing itself through each person's unique perspectives and lived experiences.*