

Director of Development (*Restricted)

Northern Virginia Community College (NOVA) is the second largest community college in the United States and the largest public educational institution in Virginia. NOVA has more than 71,000 students and 2,600 faculty and staff members. As one of the most internationally diverse colleges in the United States, with a student body consisting of individuals from more than 180 countries, NOVA is committed to creating a diverse, inclusive, and equitable Virginia by fostering excellence in higher education. As an Achieving the Dream "Leader College," NOVA is committed to the principles of access, opportunity, student success, and excellence by meeting the educational and training needs of the region and its people with excellent and affordable courses and programs, offered by an inspired and committed diverse faculty and support staff.

With six unique locations throughout our region, each conveniently located within 40 miles of Washington D.C, we have Northern Virginia covered. NOVA's Alexandria Campus is located seven miles from the nation's capital, just across the Potomac River from Washington DC; the Annandale Campus, with its urban feel and suburban appeal, is ranked as the most diverse in Virginia and boasts a thriving Koreatown; the [Loudoun Campus](#) is located in a comfortable suburb steeped in colonial history; the Manassas Campus is located next to Manassas Battlefield Park, site of the first major battle of the Civil War; the Woodbridge [Campus](#) is home to municipal parks, state parks, and national wildlife refuges; and the Medical Education [Campus](#), located in Springfield, is a uniquely specialized campus that stands apart from what most community colleges can offer, with the area boasting an abundance of hiking and biking trails, and parks with nature and wildlife areas.

NOVA offers an opportunity to make a difference with outstanding career opportunities and competitive total rewards benefits, including a comprehensive health and dental insurance program, generous paid leave, deferred compensation plans, paid parental leave, state employee discounts, and a solid and secure retirement system. NOVA embraces opportunities to create a college community that is a welcoming and inclusive place to learn and work. We do this by fostering a sense of belonging and ensuring equity while maintaining an open, civil, and safe environment for our students, faculty, staff, and guests. In so doing, NOVA fulfills its mission to offer world-class teaching and learning to the Commonwealth of Virginia.

The security of our students, faculty, and staff is very important at NOVA. Please take a moment to review [NOVA's Annual Security Reports](#).

The Director of Development reports to the Executive Director of the NOVA Foundation and is primarily responsible for building solid and sustainable philanthropic support for the NOVA Foundation. The Director provides a strategic fundraising vision and subsequently leads and implements all philanthropic functions. The Director has responsibility for the development, administration and management of the annual fund, planned gifts program, events, corporate and foundation partnerships, and fundraising campaigns. The Director also responds to Foundation needs by engaging in special projects at the direction of the Executive Director.

*This position is restricted and is funded with non-continuous or non-recurring funding, and is subject to continuation based on fiscal year funds and the needs of the College.

KSAs:

- Demonstrated experience managing the Board and CEO fundraising portfolio.
- Demonstrated and quantifiable success in moves management for five-figure plus major gifts.
- Demonstrated success across fundraising strategies, including annual and major giving, corporate and foundation relationships, volunteer engagement, creative special events, comprehensive and/or capital campaigns and effective use of data and reporting mechanisms.
- Extensive knowledge of best practice fundraising principles, including the techniques and practices for garnering individual and institutional support.
- Ability to write persuasively, clearly, and concisely to blend information from multiple sources into a single, effective fundraising document that meets the needs of the prospect.
- Ability to interact effectively with board members, current and prospective donors, and program and development staff at all levels.
- Demonstrated experience deepening board engagement with fundraising and providing strong staffing and support for volunteer-led cultivation and solicitation.
- Experience working independently and as a team lead in a results-oriented environment and demonstrating flexibility in meeting shifting demands and priorities.
- Knowledge of national, regional, and local philanthropic sources.
- Excellent skills in office suite software, including word processing, spreadsheet and communication applications; includes advance knowledge of media communication platforms.
- Strong communication and public presentation skills.

- Understands data and how to articulate metrics in laymen's terms; guides conversation using data.
- Experience in the development and implementation of budgets, budget management and grant development.
- A proven track record of innovative and creative thinker; not afraid to propose something new and inspire others to do the same.
- Experience **in** strategic plan build-out, execution, and evaluation.
- Basic end-user level understanding and experience with Raiser's Edge is a plus.

Required Qualifications:

- Bachelor's degree or the equivalent related occupational experience.
- Results-driven with experience cultivating leadership and major gifts, including supporting donor strategies, solicitation approaches and donor stewardship; demonstrated ability to close gifts
- Significant professional experience in development and fundraising for not-for-profit organizations.
- Significant years of management experience.

Preferred Qualifications

- Advanced degree or professional fundraising certification is preferred.
- Capital campaign experience.

Salary Range: \$0 - \$92,000 (*Commensurate with Experience - up to \$92,000*)

For further information and to Apply: <https://jobs.vccs.edu/postings/38010>

Background Check Statement: The selected candidate's offer is contingent upon the successful completion of a criminal background investigation, which may include: fingerprint checks, local agency checks, employment verification, verification of education, credit checks (relevant to employment). Additionally, selected candidates may be required to complete the Commonwealth's Statement of Economic Interest. For more information, please follow this link: <http://ethics.dls.virginia.gov/>

EEO STATEMENT: The Virginia Community College System, an EEO employer, welcomes applications from people of all backgrounds and recognizes the benefits of a diverse workforce. Therefore, the VCCS is committed to providing a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications. We prohibit discrimination and harassment on the basis of race, color, religion, sex, national origin, age, sexual orientation, mental or physical disabilities, political affiliation, veteran status, gender identity, or other non-merit factors.