



Development Manager (*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 Development Manager reports to the Director of Development and is responsible for the development, administration, and management of a robust annual giving program for the college. The Development Manager assists in building a culture of philanthropy among faculty, staff, alumni, and volunteers and works closely with college departments to ensure appropriate involvement in all development efforts.

RESPONSIBILITIES:

OneNOVA Annual Fund/Emerging Donors

Responsible for cultivating, soliciting and stewarding annual donors with the capacity to give \$1,000 to \$5,0000 annually.

Event Planning/Execution

Project manages all aspects of donor virtual and in-person events which may require night and weekend hours for event participation and meetings with alumni and friends of the college.

Donor Recognition/Stewardship

Manages donor recognition vehicles including listings on donor walls and in electronic and hardcopy publications and naming opportunities.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Required KSA's:

- Ability to articulate a persuasive case for support, develop appropriate cultivation strategies, and solicit donors in a timely fashion is essential.
- Ability to identify, cultivate, and solicit prospects. Must be able to maintain and grow current relationships while developing new prospects to move into the prospect pipeline. Must be able to utilize emotional intelligence to read situations and act appropriately.
- Able to conduct face-to-face donor meetings and engage with prospects using grace, manners, and common sense.
- Comfortable with donor database technology to track contacts with constituents.

- Demonstrates desire to stay current on industry practices and maintain continued growth and improvement of requirements of the position; continuous emphasis on improving service and value.
- Effective communicator creating and imparting clear information; anticipates needs of others; ability to convey oral and written thoughts; possesses strong presentation skills; effectively manages conflict; uses tact when dealing with uncooperative and sensitive individuals.
- Excellent verbal and written communication skills.
- Knowledge of current fundraising practices, especially as they pertain to complex higher education settings.
- Proactive in evaluating and solving problems; effectively organizes work and projects to meet objectives and deadlines; encourages teamwork and cooperation; ability to cultivate strong relationships with management, donors, alumni, and colleagues.
- Strong commitment to ethics, willingness to embrace a diverse and inclusive workplace; self-motivated, nimble, and able to adapt to changing environments.
- Strong working knowledge of Microsoft Office.

Required Qualifications:

- Bachelor's degree in business, statistics, computer science, or a related field; or equivalent education and experience
- Demonstrated experience using Tableau products including Tableau Desktop, Tableau Online, Tableau Public, Tableau Server, Prep Builder, SQL, and MS Office Suite
- Experience with Tableau Server administration, configuration, maintenance, and security. Proficiency in managing large data sets using SQL programming language
- Experience with enterprise scale databases and environments such Oracle (specifically, PeopleSoft)

Preferred Qualifications:

- Bachelor's degree in public relations, journalism, communications, English, or business or equivalent occupation experience with significant years of work experience, ideally in higher education.
- Experience working with Raiser's Edge highly preferred.
- Professional fundraising certification is ideal.

For further information and to Apply: <https://jobs.vccs.edu/postings/39762>

Salary Range: \$65,000 - \$75,000

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.