

# Director of Development

Raymond A. Mason School of Business  
William & Mary

The Raymond A. Mason School of Business at William & Mary is seeking a dynamic and enthusiastic Director of Development. The Director of Development is responsible for securing private support for Bachelors of Business Administration programs. The incumbent will manage a major gifts program including identification, cultivation, solicitation and stewardship of donors to the Mason School accounting program. In addition, the Director of Development will manage the alumni volunteers, prepare proposals for prospects and donors, and will work collaboratively with the Alumni Relations team for engagement and partnership of Mason School alumni.

The ideal candidate will possess the following required and preferred qualifications:

## Required Qualifications

- A bachelor's degree required with significant or extensive professional level of experience or specialized expertise.
- Experience in fund-raising with a well-developed vision and philosophy for fundraising in higher education.
- Exceptional interpersonal, written and oral communication skills
- Strong organizational skills, including a commitment to and record of accomplishment with both tactical and detailed fundraising planning.
- The ability to work collegially and collaboratively in a team setting while being highly autonomous and to travel as required.
- Knowledge of and familiarity with the complexities of a college setting.
- Administrative skill set to include excel, word and other basic tools for managing advance work necessary for travel.

## Preferred Qualifications

- Graduate degree desired, MBA or accounting strongly preferred.
- Experience in using Advance database.
- Significant experience in higher education development settings.

## Pay and Benefits

Salary for the position is competitive and commensurate with experience. 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/hr/currentemployees/benefits/index.php>.

**How to Apply**

For consideration to this opportunity a cover letter, resume, and application must be submitted by visiting <https://jobs.wm.edu/postings/40902>.

**EEO Statement**

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.