



Jamestown-Yorktown Foundation

Employment Opportunity

Assistant Director of the Annual Fund (*Full-Time*)

We are seeking a qualified individual to manage Annual Fund solicitation and donor acquisition programs, such as direct mail, staff and telefunding campaigns. This role will provide assistance with Annual Fund stewardship and special event efforts.

Duties will include building a donor base at the gift club level and managing Annual Fund acquisition and retention efforts; implementing and carrying out cultivation and stewardship efforts for the Annual Fund as directed by the Director of the Annual Fund.

What are the qualifications for this position?

- Demonstrated fundraising experience and basic knowledge of fundraising practices.
- Demonstrated skills relating to donor recruitment and retention, direct mail, staff and telefunding campaigns.
- Demonstrated knowledge of database management techniques.
- Excellent oral and written communication skills.
- Excellent interpersonal skills and a demonstrated ability to work with all levels of staff and management.
- Demonstrated attention to detail and organizational skills.
- Ability to manager multiple projects simultaneously.
- Ability to coordinate and direct volunteers.

Experience with a fundraising database preferred. Bachelor's degree or equivalent experience in a museum or higher education fundraising environment preferred.

What are the salary and benefits?

The salary range for this position is **\$40,000-44,000** annually.

Other benefits include:

- State health benefits & flexible spending accounts.
- Paid leave including sick leave, personal leave, annual leave accruals, and 12 holidays.
- Some telework & alternate work schedule options available.

How do I apply?

Please submit an application either on-line at <https://virginiajobs.peopleadmin.com/> or by contacting Human Resources at coy.mozingo@jyf.virginia.gov for additional options. Applications will be accepted until 11:59 p.m. on August 20, 2021. Applicants will only be screened based on what is presented in the Commonwealth of Virginia employment application and related documents.

We are committed to providing equal employment opportunities for all persons and applicants, without regard to age, color, disability, gender, national origin, political affiliation, genetic information, race, religion, sexual orientation, sex (including pregnancy) or veteran status. JYF encourages and invites minorities, women, individuals with disabilities and veterans to apply. We also consider all qualified applicants regardless of criminal histories, in a manner consistent with legal requirements.

What is the Jamestown-Yorktown Foundation?

As an agency of the Commonwealth of Virginia, the Jamestown-Yorktown Foundation is an educational institution that provides an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures.

What are the career advancement opportunities?

This position has the opportunity for promotional movement within the Development Department and other agencies within the Commonwealth of Virginia.

We believe that long-term career growth is a key aspect of job satisfaction!

- Professional development opportunities
- Retirement savings plans with limited employer match available (VRS).
- Life & Long-Term care insurance.
- Employee Assistance Program.
- Employee discounts for companies including Verizon,