

## **Assistant Vice President for Advancement**

Virginia Wesleyan University ([www.vwu.edu](http://www.vwu.edu)) is accepting applications for an Assistant Vice President for Advancement. The position is a front-line development professional responsible for the identification, qualification, cultivation, solicitation, and stewardship of gifts of \$10,000 and above to Virginia Wesleyan University. The position is responsible for building and maintaining relationships with a portfolio of prospects and donors; preparing all donor materials including solicitation letters, proposals, pledge forms, follow-up correspondence, contact reports, and related records and materials; and maintaining accurate computer and paper-copy records of cultivation and solicitation activities. The position requires strategizing, developing, and executing capital campaigns and appeals as assigned.

Interested candidates may submit a letter of interest, resume and contact information for three references via email to [employment@vwu.edu](mailto:employment@vwu.edu) or by mail to Virginia Wesleyan University, Human Resources, 5817 Wesleyan Drive, Virginia Beach, VA 23455.