Director of Development– Institute for Integrative Conservation

Mission Statement

University Advancement creates the conditions for opportunity – human, financial & experiential – by garnering and stewarding the resources that advance William & Mary.

Biodiversity supports all life and is the foundation of human well-being. Yet, we are amidst a global mass extinction, being driven by unsustainable human activity. Slowing biodiversity loss requires solutions that address contributing human factors. Integrative Conservation acknowledges that humans are closely tied to the natural environment, critically dependent on it, and uniquely positioned to impact it in negative or positive ways. Integrative solutions seek the well-being of ecosystems and the diverse species within them while also promoting equitable social systems and sustainable practices that enhance human health and well-being. Finally, integrative solutions promote the rights, sovereignty and self-determination, and cultural heritage of diverse human communities. Integrative solutions seek to engage diverse perspectives on understanding biodiversity loss and on developing and implementing solution options.

The mission of the Institute of Integrative Conservation (IIC) is to empower an inclusive community of thought leaders to create and deliver timely, innovative solutions to the world’s most pressing conservation challenges. We achieve this mission by:

- Bringing together global expertise, diverse perspectives, and an entrepreneurial mindset to identify and address immediate and emerging issues in our rapidly changing environment.
- Strengthening the connections among people, communities, and nature to prepare the next generation of bold, compassionate, and principled conservation leaders to adapt and respond quickly to challenges as they arise.

The Institute for Integrative Conservation connects innovative academic thinking with global conservation priorities to create sustainable solutions where people and nature can thrive.

W&M’s Institute for Integrative Conservation empowers teams of students and faculty to make a difference in the world. We are a multidisciplinary hub that brings together academics, practitioners, and students to apply research to real-world issues.

Consistent with the university’s shared services agreement with the William & Mary Foundation (WMF), this position is assigned 5% effort to support WMF with the responsibilities outlined below.

Position Summary

The Director of Development for the Institute for Integrative Conservation serves as the lead fundraiser for the Institute for Integrative Conservation within the Office of University Advancement at William & Mary. The Director develops fundraising strategy and leads the execution of efforts to raise support for the Institute for Integrative Conservation and the Director’s priorities.
The Director of Development reports jointly to the Assistant Vice President for Development for Schools and Academic Initiatives and to the Executive Director of the Institute for Integrative Conservation and works closely with internal partners in Advancement, including regional, central, and unit development professionals.

The Director’s primary duties include implementing and executing a comprehensive fundraising strategy for the Institute to acquire, retain, reactivate, and upgrade donors, both individuals, foundations, and corporations, to gain programmatic support in line with best practices of University Advancement. The Director is expected to develop an appropriate-sized major gift portfolio of prospects by the end of their second year in the position and will be expected to conduct an appropriate number of $50,000+ asks based on the portfolio. In addition to annual dollars raised, performance goals include the number of asks and closes, activity/move measures as well as the number of prospects identified and qualified for major gift potential.

The Director of Development is also responsible for the management and support of the development efforts of a future IIC Board. This includes planning the development component of the board meetings, working with IIC senior volunteer leadership to maximize philanthropy, and managing working groups and subcommittees for specific fundraising initiatives.

The successful candidate will be an innovative leader who will foster a culture of belonging that embraces all people and perspectives. This is a hybrid position based in Williamsburg, Virginia that offers a flexible work environment.

Please review the full position description with all job duties under the “Featured Job Opportunities” on the University Advancement recruitment website: https://advancement.wm.edu/come-work-with-us/open-positions/index.php

The advertised pay range for this position is up to $90,000, commensurate with experience.

Required Qualifications

- Bachelor’s degree or an equivalent combination of education and/or experience.
- Proven ability to identify, qualify, and cultivate prospective major gift donors and expertise in drafting and executing creative focused donor strategies.
- Strong leadership, volunteer management and managerial skills and the ability to drive a culture of engagement and philanthropy.
- Strong prospect identification and qualification skills.
- Excellent writing, editing, and proofreading skills.
- Strong interpersonal, verbal communication, and presentation skills.
- Must demonstrate ability to work independently, with strong organizational skills and the ability to handle multiple and complex tasks and projects concurrently.

Preferred Qualifications

- Blackbaud CRM proficiency.
- Database and spreadsheet proficiency.
- Strong interpersonal, verbal communication, and presentation skills.
- Demonstrated experience in fundraising in an environmental/conservation environment.
- Demonstrated experience in fundraising in a higher education environment.
Conditions of Employment

- Position is based in Williamsburg, VA.
- This position is subject to additional hours beyond the typical work week.
- Domestic and International travel and occasional overnight and weekend work are required.

Position Duties

Portfolio Development & Management, 65%

- Manage and continually evaluate a portfolio of donors and prospects capable of making significant gifts to IIC.
- Identify, cultivate, solicit, and steward prospects, focusing on pipeline development to meet and exceed increasingly aggressive annual goals.
- Execute appropriate communication/cultivation plan for each prospect.
- Prepare written proposals to solicit prospects for gifts in support of IIC at William & Mary.

Volunteer Management, 10%

- Serve as development liaison to the GRI Advisory Board and board development committee.

Strategy, 20%

- Work closely with the Assistant Vice President for Development and the Director of GRI to develop long- and short-term fundraising strategies for the portfolio.
- Work closely with the Assistant Vice President for Development and the Director of GRI to develop compelling priorities for support for GRI.
- Prepare and present regular reports on progress towards fundraising goals.

Foundation Duties, 5%

- All work below is related to the support for gifts and/or communication about gifts that will support the WMF or other university foundations.
- Record and store gift agreements to the WMF.
- Document, administer and steward gifts to the WMF.

Equal Opportunity 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.

Background Check Statement

William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial (credit) report or driving history check.
Benefits Summary Statement

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
In addition to salary, William & Mary provides wonderful benefits and perks that add to an employee’s total compensation package. Below is a comprehensive overview of benefits for the Director of Development—Institute for Integrative Conservation with the top salary of $90,000. This position is classified as professional which defines the benefits package.

HEALTH & LIFE

Our health plan options are designed to support a healthy lifestyle for you and your family. You may enroll in a statewide health plan, regional plan, or, if living or working in the Hampton Roads area only, a health maintenance organization (HMO). Full-time employees pay the employee portion of the total monthly premium, and the state pays the remainder of the cost, anywhere from $584 to $1,802 per month depending on the employee’s plan; premiums are deducted from paychecks before taxes are paid.

Group life insurance policy is also provided for you. The amount is equal to your annual salary rounded to the next highest thousand (when applicable), and then doubled. This is a double indemnity policy that would pay twice the value of the insurance in the event of an accidental death.

Employees are covered by one of two disability plans: University Sick & Disability Plan (university plan) or Virginia Sickness and Disability Program (VSDP).

University Sick & Disability Plan provides 100% pay for 120 calendar days for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. Each July, 30 days of short-term disability are restored. A long-term disability plan is available for an additional cost.

The Virginia Sickness and Disability Program (VSDP) provides 60% pay up to six months for you if you experience an illness, surgery or accidental injury that requires you to be absent from work more than seven calendar days. This percentage increases after five years of service. A long-term disability plan is also available at no cost to you. This provides you with 60% preinjury salary.

TIME OFF

In addition to 12 paid holidays per year, William & Mary offers several leave programs. You will accrue 24 days per year of annual leave, which can be used for personal time, vacation, and sickness. Employees also accrue 4 - 8 days of sick leave to be used if you are sick or injured, or for medical appointments.

A benefit unique to William & Mary eligible employees is an additional 16 hours of paid leave per year for community service leave, so you can get out there and be a part of the broader community.
RETIREMENT

All salaried and benefits-eligible employees can choose to participate in the state retirement plan (VRS) or the Optional Retirement Plan (ORP). VRS contains both a pension benefit with 100% vesting after 5 years of employment and a defined contribution component with William & Mary contributing up to 3.5%. With ORP, vesting is immediate and is solely a defined contribution plan in which William and Mary is contributing 8.5% of your salary.

Take advantage of any or all our optional 403(b) and 457 savings programs offering pre-tax savings or Roth after-tax deferrals. Contribute up to the IRS-determined limit annually in each account and receive a 50% match from William & Mary for up to $20 per pay period.

ADDITIONAL PERKS

EMPLOYEE EDUCATIONAL ASSISTANCE

Under the Educational Assistance Policy, faculty and staff who are eligible for retirement participation may be eligible to enroll in certain academic credit courses at William & Mary and have the current tuition paid or waived for up to 6 credit hours each semester and during summer session (all summer sessions combined). Some restrictions do apply. In certain cases, an employee may be approved to enroll in an academic course at an institution other than William & Mary and have the current tuition reimbursed. If you have questions after reading the policy, please contact the Tax Compliance Office at Tax@wm.edu.

AFLAC

Employees can choose from different optional policies for coverage such as cancer insurance, intensive care insurance, disability insurance, etc. These are optional plans. More information about AFLAC can be found on the AFLAC website, or you may contact Brad Klavan at Bradford_Klavan@us.aflac.com, or 757-652-0912.

DISCOUNTS

W&M ID Card Local Discounts: Employees can use their ID card at participating local vendors in the Williamsburg area to receive discounts on meals, lodging and purchases.

Colonial Williamsburg Collegiate Pass: W&M employees are eligible for a discounted Colonial Williamsburg Collegiate Pass, which includes the use of Colonial Williamsburg’s bus system and admission into any of the exhibits in the restored area. Present your W&M ID at the Colonial Williamsburg Visitor’s Center or ticket offices to get your discounted pass.

Statewide Discounts: DHRM List information is online.

OTHER GREAT PERKS

CommonHealth: CommonHealth of Virginia offers programs available to all full-time William & Mary employees and dependents.

Legal Resources: Legal Resources is a program that allows employees to pay $16.50 per month for legal services. Visit the website to learn more.