



POSITION: Director of Philanthropy

STRUCTURE: Fulltime, salaried, exempt; some evenings & weekends required

LOCATION: Richmond, VA. Time in the office is expected, as well as meetings and events taking place across the Greater Richmond area.

BACKGROUND:

The Autism Society of Central Virginia (ASCV) is a nonprofit organization based in Richmond, VA, dedicated to supporting, empowering, and connecting individuals and families in our local autism community through programs, workshops, advocacy, and scholarships. With a large and loyal membership base of autistic individuals, family members, and professionals, ASCV has become a trusted resource in the region. Our organization has grown significantly, with annual revenue increasing from \$600,000 in 2021 to a projected \$1.7 million in 2025. This is an exciting time to join ASCV as we expand programs, deepen partnerships, and execute a transformational capital campaign.

POSITION OVERVIEW:

The Director of Philanthropy is a key member of ASCV's leadership team, responsible for mid- and major-gift strategies, growing philanthropic support, and ensuring a seamless donor experience. With a \$4 million capital campaign launching, this leader will play a central role in cultivating donors, overseeing the campaign, and guiding ASCV's next chapter as a trusted partner to the Executive Director, Board, and development team.

This is a relationship-forward leadership role that blends cultivation and stewardship, management and mentorship, and donor-facing work with cross-functional collaboration. The Director of Philanthropy will help set the pace for ASCV's next chapter—guiding fundraising goals while serving as a trusted partner to the Executive Director, Board of Directors, and broader development team.

The Director of Philanthropy reports to the Executive Director and supervises the Corporate Engagement Director and the Events Director, who in turn manages the Assistant Events Director. Together, these roles align corporate partnerships and fundraising events with ASCV's overall philanthropic goals. The Director of Philanthropy also works closely with the Director of Communications, Creative Marketing Manager, and Development Operations Coordinator to integrate campaigns, donor communications, and stewardship strategies.

KEY RESPONSIBILITIES:

Fundraising Strategy & Donor Engagement

- Lead ASCV's overall fundraising strategy and goals, ensuring strong performance across mid-level giving, major gifts, sponsorships, and events.

- Manage a portfolio of 100–125 mid-level and major donors and prospects, securing gifts of \$2,500 and above, with a focus on growing five- and six-figure commitments over time.
- Identify and qualify new prospects in collaboration with staff, board members, and community networks to strengthen and expand the donor pipeline.
- Conduct regular, face-to-face solicitations and meetings with donors and prospects to deepen engagement and secure philanthropic commitments.
- Prepare and deliver compelling donor presentations and proposals in collaboration with the Director of Communications & Donor Relations and Creative Marketing Manager.
- Provide regular updates and strategy sessions to the Executive Director and Development Committee on donor engagement and fundraising performance.
- Represent ASCV at events, ensuring intentional donor recognition, personalized outreach, and on-site hospitality.

Capital Campaign Leadership

- Serve as the primary lead for ASCV's capital campaign, cultivating and stewarding relationships with major donors, prospects, and campaign stakeholders.
- Provide strategic oversight for the Capital Campaign Committee and Development Committee, ensuring members are aligned, engaged, and actively advancing campaign goals.
- Lead campaign strategy in partnership with the Communications team, including donor collateral, sponsorship materials, and messaging.
- Plan and coordinate cultivation and recognition activities that create meaningful, long-term donor experiences.
- Partner with campaign counsel, the Executive Director, and Board leadership to advance major donor relationships and secure transformational gifts.
- Collaborate with consultants and vendors to ensure campaign operations and events are executed seamlessly and maximize donor impact.

Events & Corporate Strategy

- Lead the Events and Corporate Engagement team members, with strategic oversight, ensuring fundraising initiatives are collaborative, mission-driven, and donor-focused.
- Guide event strategy to attract new supporters, convert event donors and sponsors into long-term partners, and create memorable, engaging experiences that leave a lasting impression.
- Provide strategic guidance for corporate engagement to expand partnerships, grow sponsorships, and connect support to ASCV's campaigns.
- Plan and lead ASCV's annual Celebration & Awards event, recognizing donors, volunteers, partners, and sponsors—in collaboration with the development, marketing, and program teams.

Organizational Leadership & Accountability

- Develop and manage annual fundraising revenue and expense budgets in collaboration with the development team and finance staff.
- Use the Bloomerang donor database, in partnership with the Development Operations Coordinator, to track donor moves, monitor KPIs, and inform forecasting.
- Apply data-driven insights to refine strategies, optimize donor engagement, and guide decision-making.
- Provide regular updates to the Executive Director and Board to support financial and strategic decisions.

- Champion a culture of philanthropy across ASCV's board, staff, and volunteers.
- Serve as an active member of ASCV's senior leadership team, contributing to strategic planning and organizational growth.

IDEAL CANDIDATE:

The ideal candidate is an energetic, externally focused fundraiser who thrives on building authentic relationships and connecting people to ASCV's mission. They are confident asking for gifts, skilled at guiding donors through a meaningful journey, and eager to be out in the community representing ASCV. At the same time, they are a collaborative team leader who keeps strategy, systems, and people aligned to deliver results. They bring a balance of big-picture vision and day-to-day follow-through, ensuring that fundraising efforts are both inspiring and effective.

QUALIFICATIONS & SKILLS:

- Bachelor's degree in nonprofit management, business, communications, or a related field (or equivalent experience).
- 5+ years of progressive nonprofit fundraising experience, with a proven track record in major gifts, donor engagement, and corporate partnerships.
- Demonstrated success managing a portfolio of mid-level and major donors, including securing gifts of \$2,500+ and cultivating five- and six-figure commitments.
- Proven ability to build and sustain meaningful relationships with major donors, board members, corporate partners, and community stakeholders.
- Strong team management and leadership experience, with a talent for coaching and developing staff.
- Excellent project management and organizational skills, with the ability to oversee multiple initiatives simultaneously and deliver results.
- Experience working with donor databases/CRM systems (Bloomerang preferred), as well as tools including Monday.com and Canva.

ADDITIONAL DETAILS:

Compensation: \$85,000–\$110,000, commensurate with experience and qualifications.

ASCV offers a competitive salary, health insurance, simple IRA with match, paid holidays, vacation and sick leave, a monthly phone stipend, and a collaborative, mission-driven workplace culture.

All offers of employment are contingent upon reference and background checks. ASCV is an equal opportunity employer; we celebrate diversity and are committed to creating an inclusive environment for all employees.

HOW TO APPLY

Please submit a resume and cover letter to **director@ascv.org**. No phone calls, please. Screening of applicants will begin on **October 20, 2025**, and will continue until the position is filled.