

Stewardship Coordinator

Job Code 50027350

General Description

Responsible for designing, implementing and coordinating an institution-wide comprehensive stewardship program that effectively promotes interaction with and recognition of major donors.

Examples of Duties

Coordinate the design, documentation, and implementation of a systematic and integrated donor relations program.

Devise and use consistent, accurate, and appropriate information-sharing mechanisms for tracking stewarding prospects and donors and developing plans.

Support the stewardship responsibilities of the development staff by assisting them in establishing and coordinating individualized stewardship plans for major donors.

Coordinate the design, documentation, and implementation of a systematic and integrated donor relations program that encompasses donor recognition events, communications, and engagement activities.

Compose letters, compile appropriate invitation lists, engage featured program participants, create programs and provide program materials, prepare program scripts and participant remarks and create and/or obtain donor awards and recognitions.

Recommend and facilitate on- and off campus publicity of major gifts and donors with University News Service.

Advise on and facilitate the recognition of donors in both print and Web-based publications.

Contribute donor and gift information for the Endowment Annual Report, oversee production of the donor roll, determine the report recipients, and facilitate the mailing.

Perform other duties as required.

Knowledge, Skills and Abilities

Knowledge of: generally accepted accounting principles, CASE management reporting standards, IRS publications, Microsoft Office, Millennium, SAP, Convio, Alumni Finder software.

Skill in: Preparing reports, donation receipts, interacting courteously, detecting discrepancies in data, prioritizing workload, working in a fast paced environment, working under deadlines.

Ability to: Understand complex documents, training guides and manuals, perform intermediate math, explain work problems to others, explain policies and procedures, negotiate, work alone or with others.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements