Stewardship Coordinator

DESCRIPTION OF JOB:

As an integral part of the College’s advancement program, the Stewardship Coordinator works to foster lasting relationships between Edgewood College and its benefactors, promoting positive attitudes toward giving among current and prospective benefactors through personal recognition and events.

Essential Job Functions:

1. Establish a structured, systematic program of stewardship to ensure perpetual cordial relations with benefactors. This may include cultivation and recognition events, as well as preparation of periodic reports and oversight of the annual benefactor recognition wall.
2. Work collaboratively with Colleagues to maintain an efficient and engaging Benefactor Scholarship Program, including oversight of the annual stewardship mailing to scholarship benefactors and non-scholarship endowments.
3. Oversee the recognition of benefactor birthdays, anniversaries and deaths.
4. Create and prepare mailing lists, invitations, mail merges, RSVP lists and materials for special events including post-event follow-up.
5. Work collaboratively with the President’s office in a variety of ways to capture contacts made with benefactors and prospective benefactors. This may include coordination of research for visits, preparation of mailing lists or other various stewardship activities.
6. Plan and coordinate events to promote benefactor stewardship, cultivation and recognition of annual giving, major gifts, cumulative lifetime giving and planned giving.
7. Manage stewardship of funds; oversee the administration of restricted funds to insure compliance with established fund descriptions and restrictions.
8. Seek continuous improvement of all stewardship activities including streamlining tasks and developing efficiencies related to stewardship activities.
9. Ability to accept constructive feedback in a positive and productive manner leading to improvement/enhancement of future stewardship activities.
10. Work in partnership with the Marketing & Communications office to coordinate stewardship related content on the Edgewood College website – including making updates in the Advancement database system.
11. Work in collaboration with various colleagues and departments to ensure appropriate benefactor recognition through all College publications.
12. Work with Research and Development Officers to develop creative and personalized stewardship and cultivation plans for top 100 benefactors. Meet regularly to discuss progress of the stewardship and cultivation plans.
13. Review campus events to ensure all interested alumni, faculty, staff and friends of the College are invited and informed.
14. Participate in monthly strategy meetings – alert meeting attendees to upcoming stewardship activities that may impact them.
15. Address benefactor/constituent concerns regarding stewardship issues.
16. Perform other duties as assigned by the Vice President for Institutional Advancement.

JOB QUALIFICATIONS

Necessary Education or Work Experience:

- Bachelor’s degree, with a major in English, Communications or a related field preferred.
- Preference given to candidates with two or more years of successful experience in stewardship, development, alumni relations and/or benefactor relations activities.

Required Skills and Knowledge:

- Multicultural Competent*
Demonstrated ability in managing competing priorities, including long-term and immediate deadlines
Strong problem solving skills
Strong communication and interpersonal skills
Is proficient in the use of the current data processing, database management, reporting software and Microsoft Office software.
A cooperative team approach with colleagues and a willingness to take on responsibilities beyond those explicitly defined.
Significant experience with relational databases, preferably Jenzabar EX.
Excellent computer skills including strong knowledge of Microsoft Office Suite.
Ability to execute complex database processes
Knowledge of SharePoint is a plus
Willingness and ability to learn new software

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Qualifications:

*Multicultural Competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

Demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways.

The candidate must actively support the mission of the college by working with faculty, staff and students to share in our core values - truth, compassion, justice, partnership, and community.

To apply: Send a letter of application, resume, and references to:

Edgewood College
Human Resources – SWCD
1000 Edgewood College Drive
Madison, WI 53711
E-mail: humanresources@edgewood.edu
Equal Opportunity Employer