



ASSISTANT DIRECTOR OF DONOR RELATIONS - SCHOLARSHIPS

POSITION SUMMARY:

Reporting to the Director of Donor Relations, responsible for working with University partners to facilitate scholarship stewardship. Collaborates with internal team, Advancement, and University staff to ensure scholarship donors are uniformly stewarded – thank you notes, donor impact reports, and donor assistance.

KEY RESPONSIBILITIES:

Connection, Engagement, Giving Donors Access to Beneficiaries

- Broad Based Donor Communication – Collaborate with internal team to create strategic and standardized content for print and digital vehicles that recognize, support, and encourage continued gifts for scholarships.
- Donor Recognition – Design and execute a structured, systematic, and streamlined donor recognition program for donors who have made gifts to scholarships. Collaborate with college Advancement staff and Principal Giving Team to recognize donors, as needed, including principal gift donors who support scholarships.
- Impact Reports – Manage the administrative operations of all large-scale stewardship/impact reports, both print and digital; gather and create department level content; Collaborate with internal team and University partners to design and execute structured, systematic, and streamlined scholarship reporting program.
- Fund Level Stewardship – Coordinate with Donor Services to provide well designed quantitative financial information for scholarship donors.
- Gift Acknowledgements – In partnership with college Advancement staff, initiate, plan and implement a special acknowledgement program for scholarship donors.
- Donor Events – Facilitate donor/recipient interaction and engagement, including invitations and arrangements for special events; when possible, provide access to donors through small events or meetings at the University with their student beneficiaries. Other event support, as needed.

Knowledge Management and Generation

- Coordinate with Donor & University Services to establish and manage information tracking processes regarding acknowledgements, recognition, on-going communications, and continued cultivation of past and current scholarship donors to increase lifetime value of their gifts. Identify ways to improve data management.
- Work with Donor & University Services to provide tools and services to University staff to fully utilize scholarship funds; Ensure that University staff consistently use standardized scholarship payment processes that allow for effective stewardship, including specific forms and timing of requests.
- Develop, recommend, and implement metrics for assessing the effectiveness of donor relations activities for scholarship donors; provide and present data analysis of metrics to internal leadership.
- Work closely with Data Management and Prospect Research teams to ensure donor and constituent record data are correct and useful to Donor Relations efforts.
- Manage workflow and tracking processes for inter- and intra-team projects.



Leadership

- Share expertise and provide strategic input for policies, procedures and process improvements through cross-team collaboration and participation.
- Build relationships with Advancement and other University colleagues in to advance strategic initiatives in each unit.
- Take a team-oriented approach to problem solving and troubleshooting.
- Take responsibility for continued learning and participate in peer continuing education opportunities that inform evolving best practices. Research and recommend similar opportunities for others.

Perform related responsibilities as required or assigned.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Proficient in the use of MS Office Suite and the Internet.
- Basic technical knowledge of fund raising and development, preferably in an educational or non-profit environment.
- Advanced analytical skills with the ability to assess and interpret detailed quantitative data.
- Competence in tools, software, and technologies to effectively complete assignments and job tasks.
- Excellent communication skills, both written and oral, that emphasize a customer focus.
- Ability to work independently without close oversight.
- Team player who productively engages with others at varying levels inside and outside the organization.
- Ability to meet multiple deadlines and priorities without sacrificing desired results.
- Flexible, open, and receptive to new information, ideas, and approaches.
- Seeks and acts upon performance feedback.

Education/Experience

- Bachelor's Degree.
- 5 years of related experience in development, fund utilization and/or donor relations work, preferably in a university environment.

Equivalent combinations of education and experience will be considered.

Preferences

- CFRE or working toward CFRE professional certification.
- Basic knowledge of endowment management.

SPECIAL JOB DIMENSIONS:

Work involves dealing with sensitive donor relations issues and the management of highly confidential information.

SALARY RANGE: Salary commensurate with experience.