



## STEWARDSHIP COORDINATOR

### POSITION SUMMARY:

The Stewardship Coordinator is part of the Tulsa-based Advancement Team providing support to fundraising efforts executed for the benefit of the University of Oklahoma. Serves as a liaison with Foundation and Advancement staff as well as donors.

### KEY RESPONSIBILITIES:

#### Administrative Support/General Office (30%)

- Manage office calendar. Use discernment in prioritizing requests and availability. Handle last minute scheduling with tact and diplomacy to maintain constructive relationships.
- General administrative support including mail, reception, filing and office supplies.
- Organize meetings using advanced features of Microsoft Outlook.
- Manage projects.
- Provide support as directed to Advancement staff.
- Process and track business office forms and prompt payments.
- Assist with reimbursements and travel claims.
- Liaise with campus facilities management for office repairs, heat and air work orders, etc.

#### Stewardship (30%)

- Compose, edit, and distribute letters, memos, contact reports and proposals.
- Assist with preparing and distributing specific reports and plans.
- Prepare medium to large mailings utilizing mail merge functions.
- Prepare presentation materials using PowerPoint.
- Maintain records and copies of materials.
- Log or report activities and contacts.

#### Event Planning (30%)

- Plan and execute events designed to assist fundraising efforts.
- Identify potential event sponsors.
- Research, edit, and write event proposals.
- Review, proofread and edit all event related lists, invitations, and communications.
- Manage and coordinate all event and logistical aspects for events.
- Assist with tasks such as securing speakers or developing robust event programs.
- Represent the organization at business and community meetings, conduct tours and/or give presentations.
- Work with confidential donor information, documents donor interactions and solicitations in the prospect management system keeping donor information updated.
- Gather, analyze, and synthesize data to generate prospect lists, summaries on selected prospects, and in-depth profiles on individuals, corporations and foundations as assigned.
- Coordinate and manage donor records to ensure effective records are in place to support the event needs.
- Communicate effectively with peers, staff, volunteers, and leadership.



Other duties as assigned. (10%)

## **REQUIRED QUALIFICATIONS:**

### **Knowledge, Skills, Abilities**

- Demonstrated customer service orientation and a true team player.
- General office skills such as multi-line phone, copying, filing, faxing, and mail.
- Advanced composition and proofreading skills.
- Ability to organize, format and design attractive reports and presentations.
- Must be proficient in Microsoft Office.
- Advanced skills in calendar and meeting management using MS Outlook.
- Compose correspondence, produce reports, and complete work within deadlines.
- Proficient navigating and maintaining databases.
- Detail oriented for accuracy of data and information.
- Highly organized with ability to handle multiple projects and deadlines.
- Highly adaptable and responsive to unexpected shifts in workload or focus.
- Ability to take the initiative to solve problems.
- Ability to communicate well and build rapport quickly with donors and staff.
- Must be able to maintain confidentiality and to protect and manage confidential information or documents.
- Occasional overtime, evenings and/or weekend work required.

### **Education/Experience**

- Bachelor's degree
- 24 months experience in office management, fundraising events or non-profit administration.
- Equivalent combination of education and experience will be considered.

### **Preferences**

- Strong preference for four years previous experience providing high-level executive support.
- Higher education experience preferred.
- Web design, graphic design or publishing experience helpful.

## **SALARY RANGE:**

Salary commensurate with experience.