

Posting Title: Annual Giving and Stewardship Officer
Market Title: Annual Giving Officer Inter
Jobcode: 102412
Hours: 40.00, M-F 8:00 am- 5:00 pm, hybrid with occasional evening & weekend hours.
FLSA Status: Exempt

The Annual Giving and Stewardship Officer reports to the Director of Development and utilizes exceptional writing skills to tell the story about Stamps through inspiring solicitations and impactful stewardship. The Annual Giving and Stewardship Officer must enjoy meeting new people and developing ongoing relationships with them, and be comfortable asking people to donate money to the Stamps School.

Job Duties

Annual Giving:

- Analyze available data to create a comprehensive annual giving strategy
- Write and design annual appeals for email, direct mail, social media, and phone campaigns
- Write and design compelling correspondences based on Stamp's giving priorities and areas of greatest need.
- Increase student awareness and participation in philanthropy by planning activities like Giving Bluesday, Campaign efforts and "Hail Yeah!"
- Work with advancement team colleagues on alumni and donor related events and programs, which may include writing remarks for school leadership

Stewardship:

- Develop personalized impact reports, acknowledgment letters, or emails (or other creative outlets) to thank donors in a timely and donor-centered manner.
- Provide creative and timely stewardship to donors to specific funds or initiatives to cultivate ongoing support for Stamps
- Help with stewardship strategies for high-end donors, including individualized mementos and letters
- Update stewardship and other interactions in DART, record student scholarship information in DART
- Partner with the Executive Director, Dean's Office, and other colleagues to provide meaningful and creative stewardship to annual giving, major giving, and planned giving donors and friends.
- Maintain a small portfolio of donors who have made their ultimate gifts to Stamps
- Identify new opportunities for donor recognition
- Process all gifts, lead gift fund management including creation of new gift funds in collaboration with Gifts and Records Administration. Regularly maintain and audit gift fund records and collaborate across the school to ensure meeting of donor intent and gift fund compliance.
- Coordinate special stewardship outreach initiatives including the animated birthday greeting, condolence cards, wall calendars, milestone donor acknowledgement and holiday messages
- Other tasks as assigned

Marketing and Communication:

- Work with Stamps marketing and communications team to ensure solicitations and communications align with Stamps messaging and brand guidelines
- Provide administrative support and design for the Development team needs (i.e. Dean's Advisory Council, donor communication, stewardship reports)

- Pull data and manage marketing efforts for all mail and email for Advancement and across the School (Stamps Gallery, Speaker Series)

Required Qualifications

- Bachelor's degree, or combination of education and experience.
- 3+ years or more years experience in development-related work
- Exceptional writing skills
- Experience using Customer Relationship Management (CRM) tools such as Donor Alumni Relations Tool (DART), Raiser's Edge, Ellucian Advance