ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Stewardship Officer

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES:
The Stewardship Officer is a member of a high-performance team that works to create and implement strategies that reinforce the relationships with the University’s stakeholders and convey the value and impact of their investments on its students, faculty and programs—both now and in the future. Donor Relations/Stewardship collaborates with DAUR colleagues and other University officers to support the University’s advancement activities and to promote productive interactions with alumni and friends through a donor-centric mindset.

- Coordinates creation of timely, accurate and personalized acknowledgements and other correspondence relating to gifts for the vice president for Development and University Relations, and senior DAUR staff. The incumbent will track drafting, approval, and mailing of letters.
- Coordinates correspondence to significant donors and prospects relating to gifts to the University or other important events or fundraising milestones. Drafts congratulatory and condolence correspondence for vice president for Development and University Relations as needed.
- Assists in the planning and execution of the annual Scholarship Donors and Recipients Reception.
- Develops and implements annual student “Thank-a-Thon,” where students write messages expressing thanks for philanthropic support of the University. Works with Student Philanthropy Committee in conjunction with Fordham Fund.
- Acts as a quality check on database integrity, ensuring accuracy of donor demographic information and gift allocation.
- Creates and edits copy, social media, photos, videos, reports, special events, or other deliverables for donors.
- Runs monthly reports of matching gifts received; sends post cards to donors confirming matching gifts.
- Answers donor queries; researches funds, generates reports, and executes stewardship activities associated with scholarships, endowments and other restricted program funds.
- Adheres to DAUR mission and guiding principles in interactions with donors, colleagues and other stakeholders.

QUALIFICATIONS:
- BA in English, Communications, Business, or Marketing required.
- Minimum two years’ experience in non-profit, higher education, or communications/publishing-related field.
- Familiarity with Fordham University and its mission, as well as the ability to articulate it to donors and volunteers.
- Excellent written and verbal communications skills. Finalists will be required to submit a writing assignment.
- Computer literacy/fluency with Microsoft Word, Excel and PowerPoint. Create and execute complex mail merges.
- Ability to work comfortably with a database and eagerness to learn new technologies. Demonstrated initiative, commitment to excellence, success, and high level of accuracy, detail and discretion.
- Excellent project and time management skills; able to meet deadlines.
- Availability to work night and weekend events on occasion.
- Ability to work collaboratively with colleagues across the University, with a customer service orientation.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: developmentjobs@fordham.edu

Please indicate both Position Number and Position Title on subject line.
No phone calls, please.

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