ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Donor Relations

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES:
- Researches, writes, and produces compelling customized stewardship communications that articulate the impact of significant philanthropic commitments to the University and reports on programmatic and academic initiatives, major facilities improvements, and the value of financial aid investments.
- Develops, implements, and manages systematic stewardship and recognition program for endowed and non-endowed scholarship gifts.
- Drafts highly personalized stewardship plans for top donors, focusing on experiential stewardship in collaboration with DAUR leadership and assigned gift officers.
- Identifies and develops new methods of electronic donor communication. Creates and edits copy, social media, photos, videos, reports, special events, and posts for Fordham website or other deliverables for donors.
- Oversees production and distribution of semi-annual major gift pledge reminders.
- Works closely with the Finance Office to ensure endowed funds are appropriately tracked and expended. Assists with periodic fund audits.
- Collaborates with campus partners on the development and the execution of the annual Review of Gifts and Benefactors and other publications reporting to Fordham community on the impact of philanthropy.
- Helps plan and execute the annual Scholarship Donors and Recipients Reception.

QUALIFICATIONS:
- Bachelor’s Degree in English, Communications, Business, or Marketing required; Master’s Degree in a related field preferred.
- Minimum 3-5 years’ experience in non-profit or higher education.
- Excellent written and verbal communications skills. Finalists will be required to submit a writing sample.
- Computer literacy and fluency with Microsoft Word, Excel and PowerPoint. Ability to create and execute complex mail merges. Ability to navigate comfortably with a database and eagerness to learn new technologies.
- Ability to work collaboratively with colleagues across the University, with a customer service orientation.
- Familiarity with Fordham University and its mission, and the ability to articulate it to donors and volunteers.
- Availability to work night and weekend events on occasion.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: developmentjobs@fordham.edu
Please include position title and number in subject line.
No phone calls, please.

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories