ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Donor Relations

DEPARTMENT: Development and University Relations, Lincoln Center

RESPONSIBILITIES: Reporting to the Director of Donor Relations, the Assistant Director of Donor Relations is a critical member of a high-performance team that works to create and implement strategies that help reinforce the relationships with the University’s stakeholders and to convey the value and impact of their investments on its students, faculty and programs—both now and in the future. Coordinates creation of timely, accurate and personalized acknowledgements and other correspondence relating to gifts for the president of the University, the vice president for Development and University Relations, and senior DAUR staff

- Coordinates correspondence to significant donors and prospects relating to gifts to the University or other important event or fundraising milestone. Drafts congratulatory and condolence correspondence for president of the University and vice president for Development and University Relations as needed.
- Answers donor queries; researches funds, generates reports, and executes stewardship activities associated with scholarships, endowments and other restricted program funds.
- Assists in the planning and execution of the annual Scholarship Donors and Recipients Reception.
- Works to solicit and secure letters from students, to be sent to donors, expressing gratitude for their scholarship.
- Develops and implements annual student “Thank-a-Thon,” where students write messages expressing thanks for philanthropic support of the University.
- Acts as a quality check on integrity of Banner database, ensuring data accuracy relating to donor contact information and allocation of gifts and associated receipts, as well as data about endowments and those donors/families associated with each named endowment.
- Collaborates with Student Financial Services, Controller’s Office, Deans and academic offices to help ensure that endowments for scholarships and other programs are awarded in accordance with the donors’ wishes.
- Creates and edits copy, social media, photos, videos, reports, special events, or other deliverables for donors.

QUALIFICATIONS:

- BA in English, Communications, Business, or Marketing required; master’s degree in a related field preferred.
- Minimum five years’ experience in non-profit or higher education.
- Familiarity with Fordham University and its mission, as well as the ability to fully articulate it to donors and volunteers.
- Excellent written and verbal communications skills. Finalists will be required to submit a writing assignment.
- Computer literacy and fluency with Microsoft Word, Excel and PowerPoint. Ability to 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; able to meet deadlines.
- Excellent project and time management skills.
- Availability to work night and weekend events on occasion.
- Ability to maintain a sense of humor.
- Successful completion of standard background checks including but not limited to: social security verification, education verification, national criminal background checks, motor vehicle checks, PATCH, FBI fingerprinting, Child Abuse Clearance and credit history based upon the requirements of the position.

SALARY: Commensurate with experience

START DATE: ASAP

Send letter and resume: developmentjobs@fordham.edu, Attn.: Robert Smith

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.