

THE COLLEGE FOUNDATION
OF THE UNIVERSITY OF VIRGINIA

POSITION DESCRIPTION:

Position Job Title:	Assistant Director of Stewardship
Department/Team:	Donor Relations
Reports To:	Director of Donor Relations
Supervisor To:	Not Applicable
FLSA Designation:	Exempt
Date Created:	10/2/24

POSITION OBJECTIVE AND SUMMARY:

The Assistant Director of Stewardship will support and execute programs that cultivate, acknowledge, recognize, and steward donors of and gifts to the College. This position is responsible for the implementation, tracking and administrative oversight of stewardship and other projects that have identified objectives, outcomes and deliverables. The Assistant Director of Stewardship will engage with multiple project collaborators and stakeholders. The incumbent is a sound decision maker, reliable colleague, effective relationship builder, and can successfully manage multiple projects and competing priorities. The incumbent will be able to work independently to meet deadlines, take the initiative to obtain necessary resources and assistance, and regularly report out on the progress and outcomes of individual projects and programs.

This position reports to the Director of Donor Relations and works closely with the Development Services team, Arts & Sciences gift officers, Marketing and Communications team, and the office leadership in the creation and execution of stewardship projects and event materials.

KEY DUTIES AND RESPONSIBILITIES:

Responsibilities Related to Stewardship

1. Manage, execute and report results for the acknowledgement letter process, ensuring timely delivery of letters, accuracy of content, and efficiency of process for internal, departmental and Dean level acknowledgements.
2. In conjunction with the Director of Donor Relations, manage specific steps of the process in creating annual endowment and impact reports for donors, working with gift officers, the Financial Aid Office, A&S Departments and/or Centers, Alumni Hall, and Gift Processing Administration to compile relevant material and information.

3. Work with appropriate offices and student recipients to secure thank you notes and other forms of personal stewardship for identified donor segments.
4. Assist with and track individual and board stewardship strategies and processes.
5. Manage and track physical recognition and naming, including physical spaces and donor walls, maintaining a system for easy identification of naming opportunities and ensuring proper execution of confirmed naming rights.
6. Work with Director of Donor Relations and assist with the tracking and management of individual stewardship tasks and stewardship plans.
7. Manage and coordinate strategic prospective student visits to Grounds. Coordinate with gift officers and A&S Dean's office to arrange private student-led tours, class visits and provide itineraries.
8. Data entry in CRM, ensuring accurate tracking and entry of contact reports, fund purposes, stewardees, gift society tracking, stewardship tasks.
9. Serve as liaison to student Dean's Development Ambassadors (DDA)/College Ambassadors. Coordinate with Director of Donor Relations and Marketing and Communications team to facilitate stewardship and marketing projects with DDA.

WORK QUALIFICATIONS:

- Bachelor's Degree is required
- Required experience: At least two years in position with similar responsibilities.
- Must be able to work independently, take direction, and demonstrate accountability.
- Demonstrated skills in written and verbal communications required.
- Must be able to professionally interact with a wide variety of constituents, with a sensitivity to protocol, political environment, and confidentiality.
- Must be detail-oriented, organized, and proactive, with a willingness to seek out answers and make good decisions.
- Must be able to prioritize multiple requests, evolving needs, and ongoing projects.
- Work within a detail-oriented and deadline-oriented hybrid office environment that requires initiative and reliability in the office or remotely.
- Best suited for a collegial, collaborative work style; tactful, good listener, and sound judgment in recognizing when others need to be involved in activities or decisions.
- An understanding of the development process, particularly principles and techniques relevant to major gift fundraising, as it applies to academia is strongly preferred.
- Preferred experience with cultivation, recognition events and handling individual donor or client needs and perceptions.
- Proficiency with Microsoft Word and Excel and demonstrated aptitude for learning other platforms is required.

- Prior experience with donor databases and prospect tracking systems highly desirable.
- Experience using artificial intelligence and/or willingness to improve work process and output using AI is preferred

WORK CONDITIONS:

- Occasional evening and weekend work is required.
- This position is eligible for a hybrid work arrangement that includes a partially remote work location.
- College Foundation employees are generally required to reside within a reasonable commuting distance of Charlottesville.

PHYSICAL REQUIREMENTS:

- Minimal lifting and carrying.

DIRECT REPORTS:

- None

COMPENSATION:

- The anticipated Hiring Range is \$60,000 - \$65,000
- Starting salary will be determined based on relevant professional experience and track record
- This position is eligible to participate in the College Foundation Bonus Plan
- Generous and comprehensive medical benefits, with no-cost and low-cost options
- Employer retirement plan contributions of up to 11% of salary
- Unlimited paid leave, in accordance with the College Foundation's Leave Policy

TO APPLY:

To apply, please submit a cover letter and resume to Misty Cauble, Associate Director of Office & Human Resources Administration, at misty.cauble@virginia.edu. Review of applications will begin immediately. The position will remain open until filled.

The College Foundation is an Equal Opportunity Employer. Women, minorities, veterans, and persons with disabilities are encouraged to apply.