

**WARTBURG COLLEGE**  
**POSITION DESCRIPTION**

**Title of Position – Alumni & Development Associate- Stewardship and Special Gifts**

Preparation Date: July 25, 2018

**Function of Position:**

Responsible to the Associate Director of Institutional Advancement-Alumni & Parent Relations and Annual Giving for development and implementation of a donor stewardship program. This program includes annually-funded and endowed scholarships; sustaining and strengthening relationships with constituents; planning, supervising, and managing a variety of activities, events, and projects designed to advance the institution; and effective management of a corporate partnership program to engage sponsors and secure revenue for the College. This position will have limited travel and occasional evening and weekend work.

**Principal Duties and Responsibilities:**

Development/Stewardship/Constituent Engagement

1. Create, implement, and manage a strategic constituent stewardship program (including donor recognition, donor fund reports and records, special events, etc.); design and execute strategies to connect donors and prospects with the college's programs or projects of philanthropic interest; coordinate an effective memorial gifts platform, collaborating with other staff as appropriate. (30%)
2. Manage a comprehensive corporate partnership program for the institution to create sponsorship opportunities, generate revenue, and secure the engagement of potential business and/or community partners. (20%)
3. Coordinate the development and execution of campus development initiatives to engage faculty, staff, emeriti and retirees, and students, and contribute to building a culture of philanthropy; assist in the design and implementation of crowdfunding initiatives, along with other special appeals; plan events and other special activities in support of advancement objectives. (20%)
4. Serve as liaison between the college and donors of endowed and annually funded scholarships; oversee the management of scholarship donor records and stewardship activities. (15%)
5. Collaborate with the Alumni & Parent Relations and Annual Giving team to create and implement a strategic constituent outreach program (including events, volunteer involvement, etc.) to effectively engage alumni, parents, and friends, in the life and advancement of the college. (15%)
6. Other duties as assigned.

**Minimum Qualifications:**

Requires a Bachelor's degree and two years of related work experience (preferably in higher education or non-profit development.) Demonstrated ability to create, strengthen, and steward relationships with constituents; the ability to manage and assume responsibility for developing and implementing fundraising strategies; the ability to set and achieve goals; proven project management experience and a track record of managing multiple tasks in a deadline-oriented environment. Must possess strong organizational, computer, written and verbal communication skills and evidence of successful performance in a highly collaborative, team-oriented organization. Must demonstrate an understanding and appreciation of philanthropy as well as a desire and commitment to advance the mission of the College. Must possess the interest and ability to develop new skills, as well as initiative and judgment to execute responsibilities.

**Preferred Qualifications:**

Fundraising experience in a private, liberal arts college environment.

**Application Procedure:**

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.