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. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.