WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position: Director of Stewardship & Special Gifts
Preparation Date: June 2023

Function of Position:
Provides leadership for the development and implementation of a robust donor stewardship program to sustain and strengthen relationships with alumni, parents, and friends; plan and manage a variety of activities, events, and projects, designed to advance the institution; effectively manage targeted annual giving and development activities, engaging donors and securing philanthropic gifts in support of the College; supervise and collaborate with the Advancement Associate, Donor Relations. Reports to the Associate Director of Institutional Advancement-Prospect Management and Research. Incumbent works with students, team members, college employees, donors, and/or guests of the college, treating all with respect.

Principal Duties and Responsibilities:
• Create, implement, and manage a strategic and comprehensive constituent stewardship program (including a variety of donor recognition efforts, special events, donor reports, and record management).
• Manage and oversee activities related to annually-funded/endowed scholarships and endowment funds, including the administration and stewardship of the scholarship awarding process, scholarship luncheon, student thank-you communications to donors, completion of endowment reports, recognition of endowed chairs/professorships, and other communications to scholarship donors and scholarship recipients.
• Coordinate and execute special fundraising initiatives and activities.
• Cultivate, solicit, and steward select prospects in support of institutional philanthropic goals.
• Lead 6-8 crowdfunding appeals (Fund the Fortress) annually, collaborating with faculty and staff to solicit and develop funding opportunities, engaging the Fund the Fortress committee and Advancement colleagues to support fundraising, and administering the mini-campaigns from start to finish.
• Design and implement strategies to connect donors and prospects with the college’s programs or projects of philanthropic interest.
• Provide leadership for faculty and staff appeals, working in collaboration with the Development team.
• Coordinate the development and execution of campus advancement events and initiatives to engage faculty, staff, emeriti and retirees, and students, and contribute to building a culture of philanthropy.
• In partnership and coordination with annual giving, alumni and parent relations, and marketing and communication, lead efforts for the planning, initiation, and success of Wartburg’s day of giving (UKnight Day).
• Implement an effective memorial gifts program, collaborating with other staff as appropriate.
• Develop and manage volunteer leadership tracking system in collaboration with the President’s Office.
• Plan and execute events and other special activities in support of advancement objectives.
• Perform other related duties as assigned, including staff/student supervision.

Minimum Qualifications:
Requires a Bachelor’s degree; three years of related work experience in fundraising/development or a related field required; demonstrated ability to create, strengthen, and steward one-on-one 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; the ability to travel and/or work evenings and weekends, as necessary; strong organizational, computer, and written and verbal communication skills; aptitude for utilizing a comprehensive constituent database, online tools, and other software/technology resources; attention to detail and accuracy; ability to collaborate in a team
environment; capable of organizing and prioritizing multiple work assignments; ability to contribute to the cultivation of positive relationships on behalf of the college; ability to maintain confidentiality standards in safeguarding donor information/records; an understanding and appreciation of philanthropy and the liberal arts college environment, as well as a desire and commitment to advance the mission of the Wartburg.

**Preferred Qualifications:**
Fundraising experience in a private, liberal arts college environment, with successful experience in developing and managing mutually-beneficial donor relationships.

**Application Procedure:**
Send letter of interest including a statement regarding qualities 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.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.