

**WARTBURG COLLEGE  
POSITION DESCRIPTION**

**Title of Position: Advancement Associate, Donor Relations**

**Preparation Date: September 2023**

**Function of Position:**

Assist Development and Annual Giving efforts with execution of ongoing stewardship activities and donor engagement. Reports to the Director of Stewardship & Special Gifts. Incumbent works with students, team members, college employees, donors, and/or guests of the college, treating all with respect.

**Principal Duties and Responsibilities:**

- Provide coordination and logistical support for donor acknowledgment activities and events such as President's Round Table, Endowed Faculty recognition, Christmas with Wartburg, and other special events.
- Oversee regular and ongoing omni-channel donor thank you processes, including customized gift acknowledgements.
- Collaborate with annual giving to develop and execute ongoing stewardship efforts surrounding consecutive giving and the Knights Fellowship, our loyalty giving club; Tower Society, our annual giving club, and new donor recognition.
- Coordinate with President's office to generate and distribute thank you letters for major gift donors.
- Assist with the production and distribution of special project communications (such as UKnight Day, faculty/staff appeal, and special events).
- Create and distribute various constituent information reports.
- Greet and steward guests; assist with answering phones; respond to constituents' requests for information.
- Supervise student employees for project support, front office assistance, and stewardship activities.
- Support other Institutional Advancement projects as needed.
- Perform other related duties as assigned.

**Supervision:**

Employee works closely with Director of Stewardship & Special Gifts and other Development and Annual Giving staff members to develop strategies and proceeds independently, working towards established objectives, requiring the use of a wide range of procedures.

**Qualifications:**

Requires knowledge equivalent to an Associate's Degree plus two years of experience in fundraising/development or a related field required; proficiency with Microsoft Office (Word, Excel, Outlook, OneNote); strong writing, editing, and verbal communication skills; attention to detail and accuracy; aptitude for utilizing a comprehensive constituent database, online tools, and other software/technology resources; ability to collaborate in a team environment; capable of organizing and prioritizing multiple work assignments; ability to work limited evening and/or weekend work for special events or projects; ability to contribute to the cultivation of positive relationships on behalf of the college; ability to maintain confidentiality standards in safeguarding donor information/records; appreciation for the liberal arts college environment and mission of Wartburg.

**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](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.

**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.