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
group; 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. 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.