



Job Title	Director, Donor Relations	Job Code	AV6018
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Donor Relations/Stewardship

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Donor Relations/Stewardship Professionals provide stewardship to significant gifts. Work with development officers on individualized acknowledgements and recognition activities. Develops and implements special events that support fundraising programs; provide strategic planning and oversight of events for internal and external audiences

Job Summary

Responsible for planning, implementing and promoting a division-wide culture of gratitude through a comprehensive, strategic program based on the four pillars of donor relations: gift acknowledgment, gift stewardship, donor recognition and donor engagement, to further UCF Advancement’s fundraising goals.

Representative Duties

1.
 - Manages the donor relations program for the university in support of fundraising objectives and projects, stewards the commitments made by donors, and is responsible for the department budget
 - Creates and oversees the execution of a gift acknowledgments program that uses best practices to thank donors in a manner appropriate to their gift, ensuring they are timely, meaningful and documented in the donor’s record
2.
 - Creates and implements a set of metrics to measure Donor Relations’ impact on organizational goals, and use these metrics to create an annual Donor Relations business plan that advances the organization’s overall fiscal year goals
3.
 - Oversees the creation and implementation of donor recognition areas, including named space plaques and signage, lifetime and campaign donor recognition electronic displays or walls, and serve as a key stakeholder and the donor’s voice on matters relating to capital projects, donor-named space renovations and relocations and signage

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
6+ years relevant work experience		
Additional Requirements		
<ul style="list-style-type: none"> Flexibility in work hours to accommodate some evening and weekend events 		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.