



Job Title	Donor Relations Coordinator	Job Code	AV0614, AV0615
Pay Plan	A&P	Pay Grade	16
Union	Non-Union	FLSA Status	Exempt/Non-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. Develop and implement special events that support fundraising programs; provide strategic planning and oversight of events for internal and external audiences

Job Summary

Responsible for donor relations, data management, donor recognition correspondence and event coordination.

Representative Duties

1.
 - Collaborates with staff to make sure all important donor relations data is entered into the database and available as necessary
 - Assist with donor data and reporting related to donor relations documentation
 - Advises on the facilitation of recognition events and coordinate various activities
 - Handles all donor recognition gifts and special events and cards for birthdays and anniversaries
 - Drafts letters and stewardship reports as needed
 - Addresses and resolves donor problems and concerns in a professional and timely fashion

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

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.