



| | | | |
|-------------------|-------------------------------|--------------------|-----------------------------|
| Job Title | Manager, Stewardship Programs | Job Code | AV0617 |
| Pay Plan | A&P | Pay Grade | 18 |
| 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 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

Drives collaboration with foundation and university partners to positively impact fund utilization and stewardship. Educates, trains and assertively addresses underutilized funds through establishing sustainable processes and active partnerships that will deliver the highest level of accountability and impact reporting to our donors.

1.

- Serves as the chair and lead professional of a stewardship and compliance working group composed of colleagues from development, donor relations, accounting and university finance
- Defines and implements effective methods for ensuring financial accountability of donor funds, with special focus on underutilized funds
- Works directly with colleagues in the Foundation's Finance and Accounting and Donor Relations teams, and across the university to analyze processes and ensure funds are utilized in accordance with donor intent outlined in fund governing documents
- Serves as the Foundation's liaison on donor intent to units throughout the university and the go-to person for stewardship reporting to principal gift donors
- Leads the efforts with development, accounting and campus staff in reviewing donor funds
- Leads, convenes and drives meetings to review fund balances and develop spending plans as appropriate
- Identifies funds that are not being spent, too restrictive, or where the original intent of the fund cannot be fulfilled and develops strategies for effective utilization
- Develops comprehensive education of and communication to university and foundation staff on the importance and impact of successful fund stewardship, as well as fund expenditure policies and procedures
- Reviews new fund agreements to establish and oversee short and long-term criteria and fund deliverables for stewardship purposes
- Leads the training, education and provides service to internal and external users of UCF Foundation Funds
- Represents the Foundation in strategic meetings with campus leadership or at the request of major gift donors

Education, Experience, Skill Requirements

| | Required | Preferred |
|---------------------------------|------------|-----------|
| Education Level | Bachelor's | Master's |
| Certification(s) | | |
| Licensure(s) | | |
| Work Experience | | |
| 4+ years of relevant 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.