



<b>Job Title</b>	Stewardship Officer	<b>Job Code</b>	AV0612
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	17
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Advancement	<b>Union Code</b>	0
			Donor
		<b>Subfamily</b>	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**

Provides stewardship to donors, responsible for scholarship opportunities and overseeing reports related to the endowment and giving impact.

**1.**

- Manages the production and distribution of annual endowment and on-demand impact reports to donors
- Researches and clarifies issues donors may have about their gifts or funds
- Collaborates with development staff to proactively establish, coordinate, monitor and document in the donor database individualized donor stewardship plans
- Establishes and maintain scholarship opportunities in the Academic Works database.
- Works with Student Financial Assistance to investigate and solve identified issues with donor-funded student scholarship funds and issues related to the Academic Works database
- Writes gift acknowledgement letters to specified donors

<b>Education, Experience, Skill Requirements</b>		
	<b>Required</b>	<b>Preferred</b>
<b>Education Level</b>	Bachelor's	Master's
<b>Certification(s)</b>		
<b>Licensure(s)</b>		
<b>Work Experience</b>		
0+ years of relevant experience		
<b>Additional Requirements</b>		

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

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**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.**