

Stewardship Officer Student Support

Full-time Regular

Tucson, AZ, US

Reporting to Philanthropy and Alumni Engagement (PAE), this position performs varied development related work unique to the PAE Program requiring initiative and independent judgment. This position contributes to the successful operation of the comprehensive PAE Stewardship Program.

This position will take direction and be managed by the Associate Director of Strategic Stewardship. This position requires a high degree of professionalism, discretion, and organization; accuracy and attention to detail; use of good judgment; excellent communication and interpersonal skills; an ability to set priorities and handle multiple projects; and a high degree of computer proficiency. Incumbents work independently under general direction, keep official records, and interpret guidelines, procedures, policies and practices. Incumbents will have contact with high-level constituents requiring use of business vocabulary, tact, discretion and judgment.

The salary range for this position is \$52,000-\$58,000.

Essential Functions

- Acts as a key partner in the implementation of policies and procedures of the university-wide stewardship program with focus on acknowledgments, recognition and reporting
- Drive the creation of stewardship strategies with development officers which surprise and delight donors by offering access, information, and experiences which strengthen their relationship with the University of Arizona
- Organize a team effort to find out and document information about the donor in order to develop and execute thoughtful stewardship plans which appeal to their individual interests and preferences
- Research, draft and edit accurate and compelling donor correspondence and narrative reports
- Work with multiple departments to increase donor satisfaction, motivate greater giving and optimize opportunities to engage donors
- Act as a Stewardship Subject Matter Expert for student support stewardship in partnership with the PAE Scholarship Operations Office, 360i team, and other stakeholders
- Conduct stewardship pipeline reviews with development officers to evaluate donors in the stewardship cycle of portfolios and adjust plans as needed
- Manage and facilitate the development and execution of customized stewardship plans with a target of 55-60 concurrent plans and/or prospect plan stewardship steps in partnership with Prospect Managers and other development officers

- Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented, implemented, and included in Lynx and regularly updated
- Write acknowledgment and stewardship letters for signature by executives, faculty, etc. in adherence to the PAE Acknowledgment Guidelines
- Provide stewardship assets in collaboration with campus partners
- Assist with development and identification of creative recognition opportunities

Knowledge, Skills, & Abilities

- Dedication and passion for impeccable donor service
 - Ability to manage multiple projects with competing deadlines
 - Ability to work independently as well as collaboratively
 - Excellent attention to detail and follow-through skills
 - Familiarity with identifying needed resources and working within budgetary parameters
 - Ability to effectively communicate the University of Arizona mission, strategic plan, and case for philanthropic support
 - Proficiency in the use of personal computers and Microsoft Office software (Word, Excel, PowerPoint, and Outlook)
 - Excellent communication skills and ability to interface with internal and external stakeholders with diplomacy and tact
 - Ability to build and maintain productive relationships with donors, development colleagues, and university faculty and staff members
 - Ability to inspire cooperation and participation
 - Demonstrated commitment to exceptional customer service with the ability to translate the PAE guiding principle of donor-centricity into programmatic practices
 - Recognizes and respects different perspectives. Open to the ideas and views of others.
 - Adaptable to changing processes and environments
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- Ability to maintain donor confidentiality
 - Ability to understand and follow UAZ, UAF, and PAE policies and procedures

Minimum Qualifications

- Bachelor's degree in a related field AND;
- At least three (3) years of progressively responsible development experience;

Preferred Qualifications

- Experience using Blackbaud CRM.
- Experience working within an academic setting or large, complex institution.
- Knowledge of donor relations/stewardship
- Familiar with the University of Arizona campus.

Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=a4683749-c291-456b-89eb-8f5fe9d57579&cclid=19000101_000001&type=JS&lang=en_US&jobId=457334