

## JOB DESCRIPTION

**Job Title:** Stewardship Officer  
**Team:** Stewardship  
**Department:** Board and Donor Relations  
**Reports to:** Director, Stewardship  
**Job Status:** Exempt, Foundation Staff      Apply: [Current Openings](#) | [Recruitment](#)

### **General Position Summary:**

As an essential member of the Stewardship Team, this position contributes to the successful operation of the comprehensive PAE Stewardship Program and is managed by the Director of 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, document stewardship activities, and interpret guidelines, procedures, policies, and practices. Incumbents will have contact with high-level constituents requiring the use of business vocabulary, tact, discretion, and judgment.

### **Essential Functions:**

- Act as a key partner in the implementation of policies and procedures of the university-wide stewardship program with focus on acknowledgments, recognition and reporting impact which surprise and delight donors by offering access, information, and experiences that strengthen their relationship with the University of Arizona
- Drive the creation and execution of a minimum of 55 individualized stewardship plans as assigned, with a focus on donors at the highest levels of giving
- Develop and facilitate completion of stewardship steps in a minimum of 30 prospect plans as assigned with a focus on highest potential constituents
- Research, draft and edit accurate and compelling donor correspondence, narrative reports and donor synopses
- Collaborate with multiple departments to increase donor satisfaction, motivate greater giving and optimize opportunities to engage donors
- Conduct stewardship pipeline reviews with fundraising executives to evaluate donors in the stewardship cycle of their portfolio and adjust plans as needed
- Compile and communicate details of stewardship plans to all parties involved, document progress and updates in Lynx in a timely manner
- Write gift acknowledgments and other stewardship-related correspondence on behalf of executive leadership, faculty, and other stakeholders in adherence to the PAE Acknowledgment Guidelines and university brand standards
- Drive the development of stewardship assets in collaboration with campus partners such as customized acknowledgments, impact reports and videos.
- Drive development and identification of creative recognition and engagement opportunities like community philanthropy awards

- Conceptualize and assist with customized events and experiences for stewardship plans and steps, in collaboration with the Donor Events and Experiences team
- Liaise with assigned units to provide stewardship consultation and assist as needed
- Participate in relevant PAE forums, workgroups, and communities of practice
- Other duties as assigned

**Knowledge, Skills, and Abilities:**

- Commitment to working in a collaborative team environment with shared goals.
- Ability to work efficiently with a wide variety of individuals, including donors, PAE colleagues, deans, faculty and staff.
- Excellent communication and interpersonal skills.
- Ability to effectively communicate both verbally and written.
- Demonstrated commitment to exceptional customer service with the ability to translate the PAE guiding principles of donor-centricity and collaboration into work practices.
- Ability to recognize and handle highly confidential and sensitive information in a discrete and professional manner.
- Work with excellent organizational skills and attention to detail.
- Be able to work independently with the ability to prioritize multiple projects and meet strict deadlines for deliverables.
- Ability to anticipate and discern work priorities and meet deadlines with little supervision.
- Adept at problem-solving and using judgment in situations requiring initiative, tact, and confidentiality.
- An exceptional work ethic and track record of personal initiative required.
- Openness to new ideas and personal flexibility with the ability to adapt and succeed in a multi-task, fast-paced environment with changing processes and occasional ambiguity.
- Ability to inspire cooperation and participation.
- Proficiency in the use of personal computers and Microsoft Office software (Word, Excel, PowerPoint, and Outlook).
- Proficiency or ability to learn additional software required to perform the essential duties of the position.

**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 University of Arizona campus

**Work Environment:**

- Close computer work required



- Occasional night and/or weekends to support events as needed

*The University of Arizona Foundation reserves the right to revise this job description at any time.*