



**JOB INFORMATION**

Job Code	OA16
Job Description Title	Dir, Donor Relations
Pay Grade	UA09
Range Minimum	\$70,460
33rd %	\$89,250
Range Midpoint	\$98,650
67th %	\$108,040
Range Maximum	\$126,830
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/8/2019

**JOB FAMILY AND FUNCTION**

Job Family:	University Advancement
Job Function:	Donor Relations

**JOB SUMMARY**

Provides strategic direction, oversight and framework for best practices in donor relations, demonstrates high proficiency in tactical execution and coordination to ensure the University demonstrates to its donors due accountability, gratitude, recognition, and responsiveness.

**RESPONSIBILITIES**

- Develops new, innovative, and university-focused programs that promote donor engagement, recognition, and retention of top prospects and donors and speaks to the University mission; working in conjunction with directors of development to facilitate a first-in-class donor engagement and recognition experience.
- Conceptualizes, plans, implements, coordinates, and monitors an integrated and comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction and connection with and recognition of donors at all levels. This includes donor society membership, induction, and stewardship events.
- Collaborates with the Financial Stewardship Group, the Development Communications and Marketing team, and campus partners to report on the use of gifts, communicate gift impact through scholarship reporting and celebrate contributions and/or giving milestones.
- Develops criteria for measuring stewardship and retention plan success, tracks results with established goals, and advises Development leadership towards on-going progress.
- Responsible for the review and control of all gift acknowledgements, naming agreements, and endowment reports.
- Responsible for establishing, documenting, and implementing the process and workflow for historical archiving and retrieving of donor relations including both paper/hard copy collateral and digital records. This includes, but is not limited to, proposals, gift and pledge documentation, acknowledgements, press releases, maintaining recipients lists for holders of chairs/professorships, endowed/annual named scholarship students, named facilities, spaces, and programs.
- Serves as an expert in principal gift stewardship-related matters for our campus partners through leadership and representation in Donor Relations and Stewardship meetings.
- Responsible for oversight of donor signage, recognition and walls across campus and maintains current and historical records.
- Leads and contributes to regular brainstorming on innovative, unique and personalized stewardship, communications, and engagement opportunities.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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## MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience
Bachelor's Degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field	and	7 years of	Experience in a comprehensive donor relations/stewardship program or development, alumni or university relations program, membership organization, or communications and marketing firm with proven leadership success.

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundraising programs, marketing strategies, data gathering, and management techniques.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
None Required.			

## REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### **Vision Requirements:**

Ability to see information in print and/or electronically.