



Sr. Director of Stewardship and Donor Relations (full-time, 35 hours/week)
University Advancement
Position 102046

Position Summary: The Sr. Director of Stewardship and Donor Relations will support the Campaign for Catholic University by designing and implementing a comprehensive donor stewardship program that engages donors at all levels. S/he will partner with Divisional leaders: AVP Advancement and Campaign Director, AVP Principal Gifts and the Advancement Communications team to create high level donor recognition through personalized reporting, meaningful engagement opportunities and exceptional service. S/he will lead staff in creating donor recognition events, stewardship reports and personalized donor engagement experiences. S/he will also design and implement a comprehensive stewardship plan for annual donors at all levels so that those donors deepen their engagement with, and support of, Catholic University.

Essential Responsibilities Include: Develop and implement a comprehensive and cohesive stewardship strategy for Catholic University Donors that complements and enhances their engagement with us. The plan will be a core element of the overall Campaign plan. Serve as a strategic partner and manage a stewardship portfolio of top donors in partnership with gift officers. Provide gift officers and university leadership with personalized stewardship information for meetings with donors. Partner closely with Advancement leadership, particularly the Associate Vice President, Principal Gifts and the Vice President University Advancement to design personalized stewardship strategies for principal donors. Lead planning of high-level donor stewardship events, donor recognition opportunities, endowed funding opportunities, naming opportunities. Create and promote integration between and among schools and central Advancement to create cohesion, consistent quality and regularity of stewardship activities and materials. Develop policy, quality control guidelines, and standards for all donor recognition and stewardship. Creates and manages measurable performance metrics for the Stewardship/Donor Relation's work so that stewardship's impact and value can be identified and replicated over time. Work closely with the Advancement Services team in the implementation and maintenance of policies and procedures as it relates to stewardship and donor relations. Develops and implements systems to track donor recognition obligations, including naming and reporting requirements. Leads the creation of customized gift acknowledgement letters for the University President and creates systems for regular quality control on all gift acknowledgement letters from the University Advancement's Vice President. Establish, implement and evaluate best practices in donor relations, including a repository of ideas to make the process more consistent and timely.

Minimum Qualifications: A Bachelor's degree with a minimum of seven years' experience in stewardship and donor relations. Must have experience managing a budget and working with fundraising databases. Experience in a higher education or non-profit environment is preferred.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102046 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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