



Division of University Advancement

Director of Stewardship

Application Deadline – February 6, 2012

The University of North Carolina at Charlotte announces an exciting opportunity to join a dynamic and growing development team as Director of Stewardship. Reporting to the Director of Principal Gifts, the Director of Stewardship is responsible for ensuring the successful operation of a comprehensive stewardship program that involves executives, board members and key volunteers. The Director of Stewardship works to foster lasting relationships between the university and its donors, promoting positive attitudes toward giving among current and prospective annual, major and planned gift donors.

Responsibilities include:

- Review and modify, as necessary, the acknowledgment process to ensure donors are thanked in a personal, timely, and appropriate manner.
- Oversee and develop all stewardship related content of the website
- Work closely with fundraising colleagues to provide appropriate donor recognition through publications and general donor publicity
- Oversee and manage the stewardship of endowed funds including professorships, faculty development funds, scholarships, etc.
- Look for opportunities to connect and engage donors and fund recipients
- Direct the production of all Chancellor and Vice Chancellor acknowledgments
- Work with Research Manager and Directors of Development to develop creative and personalized stewardship and cultivation plans for top 100 donors.
- Work with Director of Annual Giving to create and implement stewardship strategies related to donor retention with primary focus on first-time donors and members of UNC Charlotte's loyalty society, The 1946 Society.
- Steward all university giving societies and create appropriate recognition opportunities
- Participate in monthly Prospect Meetings and alert meeting attendees to upcoming stewardship activities that may impact them

A successful candidate for the position will have a Bachelor's degree, at least 5 years of experience in communications or development, sound judgment, excellent interpersonal and communication skills, a strong work ethic, attention to detail, the ability to think strategically, a sense of humor and positive attitude are essential. An exceptional candidate will be familiar with the Charlotte civic and donor community. Additional desired skills include experience with

donor databases and past experience producing executive correspondence. An advanced degree or CFRE preferred.

To apply, applicants are required to complete an online profile at <http://jobs.uncc.edu>. Please attach a letter of interest, your resume and the contact information for at least three professional references to your profile. Only electronic submissions will be accepted.

A review of applications will begin immediately and will continue until the position is filled. Minorities and individuals with disabilities are encouraged to apply. AA/EOE. Final candidates are subject to a criminal background check. Salary is competitive and commensurate with experience with an excellent benefits package. For additional information about UNC Charlotte, visit the web site at <http://www.uncc.edu>

TO APPLY

https://jobs.uncc.edu/applicants/jsp/shared/position/JobDetails_css.jsp?postingId=264306

or

jobs.uncc.edu

SPA Staff

University Program Specialist – Advanced in the University Advancement Operations

Department

Or

Position # 004265