



Channel Islands

CALIFORNIA STATE UNIVERSITY

DONOR RELATIONS & STEWARDSHIP COORDINATOR

Full Time

Starting Pay: \$3,116-\$5,639

JOB DESCRIPTION

PURPOSE OF POSITION: As a key member of the Development team, the Donor Relations & Stewardship Coordinator will develop and oversee gift stewardship and reporting programs that enhance the donor experience and ensure that their gifts are used in a timely and appropriate manner. Administers and executes a comprehensive stewardship program to enhance and build relationships with the community, university donors, volunteers, supporters, and others with an interest in CSU Channel Islands. Responsible for stewardship communications and collaborating within the Advancement team to reach stewardship goals.

GENERAL RESPONSIBILITIES: In cooperation and collaboration with all University Advancement teams (Development, Communication and Marketing, and Conferences and Events), responsible for designing, implementing, managing and evaluating a comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction with and recognition of donors at all levels to maintain and deepen our philanthropic relationships.

- Maintains positive and mutually rewarding relations among the university and its donors, partners with development officers on stewardship strategies for key donors, and builds ongoing and active networking with campus and external constituents to promote a culture of philanthropy through the acknowledgment process and reporting on the impact of gifts.
- Works in accordance with CSU Channel Islands and University Advancement policies and procedures.
- Oversees the gift acknowledgment process, which includes customized correspondence for major gift donors.
- Obtains and evaluates data needed for a tiered stewardship system and collaborates with Communication and Marketing and Development teams to create customized stewardship collateral.
- Incorporating information from Communication and Marketing and development officers manage the production of accurate, creative written reports in a variety of media as appropriate and necessary to keep donors informed and engaged. These reports will build confidence in the university and demonstrate that gifts are used by the university in adherence to donor intent.
- Acts as liaison to outside agencies, foundations, and funders, to ensure accurate and timely grant reporting. Regularly interacts with campus leadership, faculty, community volunteers, civic and business leaders to gather information. Evaluates financial and gift data, and works closely with campus financial analysts towards preparing accurate donor relations and stewardship materials.
- Creates, designs, writes, and distributes electronic and hard copy acknowledgments such as thank you e-mails, post-event thank you videos, and other stewardship communications. In collaboration with Financial Aid, collects and mails donor thank you letters written by student scholarship recipients,
- Arranges meetings between donors and recipients (students, faculty).
- Administers the University Advancement communications calendar and ensures that stewardship communications occur accordingly.

- Maintains accurate rosters and lists of donor recognition societies and loyalty programs such as Donor Honor Roll, President's Circle, Legacy Society, and Society of Distinction. Keeps University Advancement data systems up to date with this information.
- Provides on-site support and assistance at University Advancement events such as scholarship receptions and legacy society. Plans and implements cultivation and stewardship events to create engagement opportunities for current and prospective donors. Ensures connection of event participation in Raiser's Edge database and proper follow up with attendees and constituents.
- Responsible for maintaining accurate files and systems records of gift agreements and endowment reports.
- Manages key stewardship programs and projects like Leave Your Mark and campus naming opportunities.
- Oversees Development efforts involving student fundraising initiatives. Examples include class projects and student clubs and organizations.
- Responsible for implementing an online campus Opportunity Hub. This includes serving as the liaison between the technology and the users such as faculty, campus organizations, and external partners.
- Other duties as assigned.

MINIMUM REQUIREMENTS

- A Bachelor's degree is preferred, along with at least two years' experience in a progressively responsible role in an office environment.
- Must have excellent computer skills and a working knowledge of Microsoft Office, Word, and Excel programs.
- Must be a highly motivated self-starter with the ability to work with minimal supervision, have general office/clerical work experience and have a thorough knowledge of English grammar, spelling, and punctuation.
- Must be detailed oriented with the ability to work well as a team and with others across campus to achieve shared goals.
- Must be able to handle multiple tasks simultaneously, set priorities, meet deadlines, and communicate professionally and effectively both in writing and verbally.
- Must be able to maintain confidentiality in all matters to ensure trustworthy relationships. Must have the ability to exercise sound judgment when interacting with others.
- Experience with Raiser's Edge and social media programs is preferred.
- Must be able to work nights and weekends and the ability to successfully complete the Defensive Driver Training Program and to provide proof of eligibility to lawfully operate a motor vehicle in the State of California.
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

[To Apply](#)