



Director, Donor Relations and Stewardship

Department: Philanthropy

Location: San Diego, CA

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The Director, Donor Relations and Stewardship (DDRS) will be responsible for creating and maintaining a system of exceptional stewardship that defines the appropriate levels of recognition, communication, and contact for the various giving levels of donors to Sanford Burnham Prebys. The DDRS will work with frontline fundraisers to ensure that their outreach to donors in their portfolios is consistent and meaningful. The DDRS will also be responsible for preparing annual impact reports for Trustees and major donors. The DDRS will maintain a personal fundraising portfolio of donors and prospects with a capacity to make gifts to Sanford Burnham Prebys in the range of \$2,500 and \$50,000 and will work with the Chief Development Officer (CDO) to define financial goals.

Duties and Responsibilities:

- Maintain a system of donor stewardship that will establish consistent guidelines for development officers in terms of appropriate recognition, activities, communications, and contacts and will ensure that all actions are recorded in the database.
- Develop a template to be used for annual impact reports that will update major donors and trustees on their giving and on the impact of their gifts. The template will include a cover letter that will be signed by the President and CEO or appropriate relationship manager.
- Coordinate with Events personnel to determine which levels of donors are to be invited to various Institute events. Similarly, the DDRS will coordinate with Communications personnel to determine the newsletters, quarterly reports, and other communications that will be sent to various donor groups.
- Work with the CDO and the President and CEO to determine what, if any, branded items are to be developed for donor gifts.
- Maintain a personal portfolio of 25-50 donor prospects with the capacity to make a gift in the \$2,500 to \$50,000 range. These are prospects not covered by another development officer. Individuals may emerge through direct response, attendance at an event, or participation in a President's Circle or similar vehicle. The DDRS will work with the CDO to determine an appropriate goal for the portfolio.

- Ensure that every donor stewardship touch is of the highest quality appropriate for a world-class Institute.

Education and/or Experience:

- Bachelor's degree from an accredited college or university.
- Experience in an academic, scientific, or healthcare organization preferred.
- A minimum of 5-7 years in a fundraising, donor relations role, preferably in a non-profit organization

Knowledge, Skills and/or Abilities:

- Professional maturity and the ability to be creative in developing best practices for donor relations and stewardship.
- Outstanding organizational skills and the ability to manage multiple tasks simultaneously while meeting deadlines and goals.
- Excellent communication and verbal skills.
- Confidence and professionalism in working with colleagues and donors as well as the President and CEO and senior leaders across the Institute.
- Technological proficiency and the ability to create spreadsheets, enter data, and generate reports from a fundraising database.

Supervisory Responsibilities:

No.

Compensation:

Anticipated annual pay rate: \$81,429 - \$130,167.22/year

Factors in determining the appropriate compensation for a role include experience, skills, knowledge, abilities, education, licensure and certifications, and other business and organizational needs. The Hiring Pay Scale referenced in the job posting is the budgeted salary or hourly range that the Institute reasonably expects to pay for this position. The Full Pay Range may be broader than what the Institute anticipates to pay for this position, based on internal equity, budget, and collective bargaining agreements (when applicable).

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