

**Position Title :** Stewardship Officer  
**Organization :** University at Buffalo  
**AFP-WNY Post Date :** 5/17/2019

**Deadline to Apply: open until filled**

Department: Office of Donor Relations and Stewardship  
Division: University Advancement  
Supervisor of Position: Assistant Vice President for Donor and Volunteer Relations

### **University Overview**

UB is a premier, research-intensive public university known for its academic excellence. Driven by our vision—UB 2020—to be counted among the nation's leading and most distinctive public research universities, a new University at Buffalo is emerging. Building strong connections with our alumni and donors worldwide is critical to our success; the Division of University Advancement is leading the effort. We are creating a new UB environment that broadens opportunities for alumni engagement, capitalizes on positive student experiences and builds philanthropic support through the Boldly Buffalo fundraising campaign. The goal to reach 650 million dollars in support of this historic fundraising initiative is the focus of our division and the guidepost for engagement.

### **Position Summary**

The Stewardship Officer will serve as the liaison between the division's Office of Donor Relations and Stewardship and the following units: College of Arts and Sciences, School of Engineering and Applied Sciences, School of Management, and the Office of Planned Giving. The Stewardship Officer will work in partnership with advancement colleagues in these units to enhance existing donor relationships through strategic gift utilization and highly personalized stewardship services including gift acknowledgment, fund reporting, donor engagement, and recognition opportunities. Further, the Stewardship Officer will work to understand and become knowledgeable about each unit by developing and strengthening relationships with key partners including advancement officers, deans, business officers and key faculty. The Stewardship Officer also will develop relationships with top donors in order to best support the stewardship of these important individuals.

### **Primary Responsibilities**

- Learn and be familiar with key donor, alumni and volunteer names, the nature of their relationships with UB, their UB giving history, their philanthropic interests, their general interests and their family associations.
- Develop relationships with students in each unit who can assist with stewardship related activities and events.
- Serve as point person for unit-specific stewardship needs as requested.
- Participate in relevant advancement meetings with advancement officers and partners.

### **Gift Acknowledgement**

- Work with advancement officers to assemble details that can be used to personalize dean's gift acknowledgment letters.
- Work with each dean's office to coordinate mailing of gift acknowledgments.

### **Fund Stewardship**

- Work with Director of Donor Stewardship to maintain information regarding endowed and non-endowed funds, including stewardees, faculty contacts and fund purposes.
- Alert internal partners when new funds are established or amended.
- Serve as the point person for scholarship forms and donor profiles in AcademicWorks.
- Work with unit contacts to ensure proper utilization of endowed and non-endowed funds.
- Collect impact reports from faculty and student fund recipients. Work with Director of Donor Stewardship to coordinate distribution of information to donors.

## **Donor Stewardship**

- Work with advancement officers to create and implement stewardship strategies for all Tier IV prospects with the capacity to make additional \$100,000+ gifts in the future. Assist in creating personalized stewardships plans for top 10-25 donors in each school/unit.
- Identify new opportunities to share impact with donors (Overture, visits, student visits, calls, etc.).

## **Special Projects**

- Assist with special projects as requested.
- Support donor recognition activities and initiatives (i.e., special events, donor signage, etc.) as requested.

## **Other**

- Participate as a full member of the University Advancement team, professional development activities, and other staff meetings as appropriate.
- Participate as an active member of the Donor Relations and Stewardship Team, supporting the strategic priorities of the office as requested and as time allows.
- Pursue professional growth activities with the approval and support of the Assistant Vice President.
- Other duties as assigned.

## **Relationships**

### **Supervisory:**

The Stewardship Officer reports to the Assistant Vice President for Donor and Volunteer Relations.

### **Functional:**

Within the Division of University Advancement, the Stewardship Officer collaborates with colleagues in Donor Relations and Stewardship, the College of Arts and Sciences, School of Management, School of Engineering and Applied Sciences, Office of Planned Giving, Alumni Engagement, Donor and Alumni Communications and Prospect Research. The Stewardship Officer will develop and maintain strong working relationships with donors, prospects, key volunteers, and all internal partners, including faculty and staff in the units they serve.

## **EXPERIENCE**

### **Required:**

- Bachelor's Degree
- A minimum of three years progressive experience in an office environment requiring multi-tasking skills to effectively complete assignments.
- Strong organizational skills and the ability to work independently.
- Excellent interpersonal skills and professional presentation.
- Good judgement and ability to interact with a diverse group of people (internal and external).
- Commitment to confidentiality and attention to detail a must.
- Excellent written and verbal communication skills.
- Strong project management skills.
- Proficient in all areas of MS Office Suite. Experience working independently under general direction.

### **Preferred:**

- Experience in a college or university setting.
- Familiarity with fundraising terms and processes.

The University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities. The University is dedicated to the goal of building a culturally diverse and pluralistic University community committed to teaching and working in a multicultural environment.

UB offers highly competitive salary and benefit packages for its advancement staff.  
Salary range: \$45,000-\$50,000

Quick link to apply: <http://www.ubjobs.buffalo.edu/postings/19680>

For more job information and directions on how to apply, please visit our website at:  
<https://www.ubjobs.buffalo.edu>. Only applications received through UB Jobs will be considered.

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