

Position Title : Stewardship Officer
Organization : Roswell Park Alliance Foundation
Salary: \$60,000 - \$70,000
AFP-WNY Post Date: 6/22/26

DEADLINE TO APPLY: Open

Stewardship Officer

Position Reports to: The Director of Individual Gifts

Position's Primary Function and its relationship to the Institute as a whole:

The primary role of the Stewardship Officer is to coordinate all stewardship activities, communications, and engagement for the Individual Giving Team, as well as to manage a portfolio of major and principal gift level donors who require customized stewardship plans to further engage and grow these individuals' commitment to Roswell Park.

Duties and Responsibilities:

- Manage, coordinate, and distribute customized stewardship materials for a portfolio of 175-225 donors who have supported the Roswell Park Alliance Foundation at the major and principal gifts level, including planned giving donors.
- Thank and meet with these donors to express Roswell Park's gratitude for their generosity, and collaborate with gift officers to develop and implement strategies that foster long-term relationships with key donors.
- Coordinate all stewardship and cultivation events and receptions for the Individual Giving Team and for Annual Fund donors (e.g., Gratwick Society and Walk of Life receptions).
- Organize, maintain, and update all donor recognition, donor signage, and donor recognition walls on the Roswell Park campus.
- Coordinate and host tours of Roswell Park for donors and prospects as well as community leaders and other constituents.
- Provide patient hospitality as assigned on a regular basis.
- Collaborate with the Marketing and Communications team to develop and manage all stewardship and donor recognition materials for the Individual Giving team.
- Analyze data and insights to develop segmented and personalized stewardship plans that align with donor interests and Roswell Park's fundraising priorities.

- Coordinate stewardship projects and events throughout the year.
- Lead the annual endowment report process for the Development Department and for Roswell Park's donors.
- Support gift officers with gift agreement and proposal writing.
- Develop relationships with faculty and staff from all areas of Roswell Park to obtain all pertinent information necessary to properly steward and engage donors.
- Collaborate with internal colleagues and external partners/vendors to identify new, innovative methods and tools to creatively engage and thank donors and to inspire them to continue and/or grow their support of Roswell Park.
- Retain, record and code all pertinent information in the donor database Raiser's Edge NXT.
- Work independently, along with the Individual Gifts and broader Development team.
- Minimal travel required (not to exceed 10% travel).
- Hybrid work arrangement available.

Minimum Qualifications:

- A college degree; advanced degrees or certifications in philanthropy or nonprofit management are a plus.
- Experience successfully planning special events.
- Experience in fundraising/development, in health care, and/or other relevant experience.
- Exceptional communication and organizational skills, both written and verbal, with the ability to engage diverse audiences.
- Must be able to work in a team environment and successfully complete multiple tasks and projects at the same time independently and effectively.
- Attention to detail.
- Excellent written and verbal communication skills.
- Ability to speak and write articulately, persuasively, and with sensitivity to donor concerns.
- Commitment to providing an exceptional donor experience and an understanding of best practices in stewardship and donor engagement.
- Computer proficiency (Microsoft Outlook, Word, PowerPoint).
- Familiarity with donor databases used for donor management and tracking; Raiser's Edge specifically a plus.

Interested applicants may send their resume to jennifer.sethcimini@roswellpark.org for consideration.