

## Stewardship Coordinator Tuskegee University

Direct Link: <https://www.AcademicKeys.com/r?job=149850>

Downloaded On: Feb. 25, 2021 7:54pm

Posted Nov. 18, 2020, set to expire Mar. 20, 2021

<b>Job Title</b>	Stewardship Coordinator
<b>Department</b>	
<b>Institution</b>	Tuskegee University Tuskegee, Alabama
<b>Date Posted</b>	Nov. 18, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Institutional Advancement
<b>Job Website</b>	<a href="https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/stewardship-coordinator">https://www.tuskegee.edu/discover-tu/human-resources/staff-positions/stewardship-coordinator</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Stewardship Coordinator

Posting Date: March 17, 2020

Posting End Date: June 1, 2020

Position: Stewardship Coordinator

Department: Development

Status: Full-Time, Exempt

Special Qualifications

In keeping with the President's commitment to Tuskegee University demonstrating "Excellence in

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Every Way”, the ideal Stewardship Coordinator will possess the willingness to use his or her expertise to assist in the university’s efforts to be a sustainable academic organization committed to excellence.

### Essential Duties and Job Responsibilities

Works to build a culture of gratitude and ensures that donors are appreciated, informed and engaged  
This position works with both a broad range of university-wide colleagues and external constituents and is highly service-oriented

Participates in building dedications, gift celebrations, fundraising events, and other events as needed  
Ensure proper stewardship of all donors through the execution of a comprehensive communication plan and efficient delivery of donor benefits

Plan and execute donor events to engage, cultivate, and steward 1881 Society events and Eminent Associates as well as the new Scholarship Luncheon

Assist in the timely processing of all gifts and data analysis to ensure continued progress to the goal and effective decision-making for donor retention and acquisition strategies

Manage game-day hospitality areas (President’s box) for all home football

Work directly with donors by creating Annual Statements and Endowment Statements

Organize a project plan for the Annual Report and work closely with the Office of Communications, Marketing, and Communications

Manage our prospect research systems including Blackbaud Target Analytics and WealthEngine

Work to undertake independent research to create stewardship profiles and execute on those plans

Provides general administrative support to members of the team as necessary and works in collaboration across units to support the stewardship efforts of the office and build strong partnerships with TU leadership and the academic units

### Qualifications

Be sufficiently knowledgeable about our donor database

Pays close attention to and ensures the highest level of accuracy, quality, timing, and other details in all aspects of work

Must have excellent writing skills

Must be comfortable navigating data and submitting data requests and compile analytics to track impact to help ensure data-driven decision making

Strong customer service and interpersonal skills

Attention to detail and the ability to prioritize and execute projects while meeting deadlines

Able to initiate and complete projects and provide donor support with little supervision, exercising good judgment

A strong desire to contribute to and participate in the mission of the Office of Advancement

Accuracy in materials preparation, dependability, and ability to maintain confidentiality



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Supportive of the mission, philosophy, and values of Tuskegee University  
Salary

Commensurate with education, training, and experience

\*\*The statements contained in this job announcement reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. \*\*

APPLICATIONS will be accepted in the Office of Human Resources. Each applicant, including all current/existing employees, must complete and submit a Tuskegee University employment application, resume/CV, a list of (3) to (5) references (with detailed contact information) and copies of unofficial transcripts (official transcript(s) will be required upon hire). Applicants must meet the minimum qualifications and submit a completed application packet in order to be considered for the position. The University reserves the right not to fill the position in the event of budgetary or operational constraints.

Human Resources Department

Attn: Employment/Recruitment

101 Kresge Center

Tuskegee University

Tuskegee, Alabama 36088

Email Address: [employment@tuskegee.edu](mailto:employment@tuskegee.edu) Fax: 334-724-4319

Equal Employment Opportunity Employer-Male/Female/Veteran/Disabled

Federal law requires identity and employment eligibility verifications on Form I-9 within three (3) business days of employment. Must be able to pass a drug screen and background check.

### Contact Information



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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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