
Job Title	Assistant Director, Donor relations
PVN ID	BA-2206-004885
Category	Administrative Services
Location	BARUCH COLLEGE
Department	College Advancement
Status	Full Time
Annual Salary	\$60,000.00 - \$68,000.00
Hour(s) a Week	35
Closing Date	Aug 23, 2022 (Or Until Filled)

General Description

Baruch College seeks a donor-centric, customer-service and detail-orientated individual to serve as Assistant Director of Donor Relations in the Office of College Advancement. Reporting to the Director of Donor Relations and Special Events, the Assistant Director coordinates a comprehensive gift acknowledgement process, oversees a robust stewardship program for scholarship and award donors and manages the strategy, creation, and distribution of donor-centered communications and recognition plans for annual fund donors. This position offers the opportunity to apply creative and critical thinking skills to aid in the institution's efforts to thank and provide stewardship to all donors and to serve as the donors' advocates.

Other Duties

- Oversight of the College's acknowledgment program that meaningfully recognizes donor gifts. Coordinate the production of thank you letters for all giving levels including presidential acknowledgments and the memorial and honorary gift program
- Management and administration of scholarships and awards in compliance with donor-established criteria; serve as point of contact for questions regarding the scholarship/award processes and procedures; and ensure that all donor-funded scholarship and award funds are awarded on an annual and timely basis by the Financial Aid Office and designated staff across the campus
- Ensure that information in Next Gen's Scholarship Manager (the database of record for the College) related to fund portfolio is updated and complete, from the inclusion of new funds with accurate gift tag relationships to ensuring that the correct stewardship donors/contacts and fund beneficiaries are linked
- Manage a comprehensive program for stewarding scholarship and award donors, including but not limited to preparing reports/communications for donors, facilitating engagement opportunities between donors and scholarship recipients, and build connections between Donor Relations and scholarship recipients to boost buy-in to stewardship efforts
- Execute stewardship strategies for all donors to the annual fund including creative and timely email

touchpoints for all annual fund donors.

- Manage the annual Donor Appreciation Day and other initiatives including student impact videos, student profiles and impact stories to help create a culture of gratitude across campus
- Manage the on-boarding of ThankView software to modernize stewardship with use of video
- Execute the gift agreement process with support from the Director of Donor Relations and Special Events and Advancement Services team
- Collaborate with the Director of Donor Relations and Special Events to track, approve, create, install, and recognize naming opportunities on campus
- Works closely with stewardship and campus colleagues to gather and integrate data, including information about funds, donors, and fund beneficiaries
- Reviews, edits, and proofreads copy for stewardship and other materials as needed
- Assist in the planning and development of donor stewardship events
- Assists with the stewardship of giving societies and other major and principal gift donors; Monitor the giving levels of donors as they approach the 17 Lex Society level
- Trains and supervises support staff and/or student assistants, as and when needed, to support the donor relations team's activities
- New Initiatives and Other Duties as Assigned

Qualifications

- Bachelor's degree required
- Minimum 2 years' experience, preferably in a development/fundraising environment
- Outstanding oral and written communications skills including writing, editing, proofreading
- Strong organizational and time management skills and meticulous attention to detail; the ability to set, negotiate, and meet priorities and produce high-quality work under multiple deadline pressure and within a busy environment.
- Must have demonstrated experience in collaborating effectively with colleagues, exhibiting diplomacy and excellent interpersonal skills.
- Strong computer skills, including all Microsoft applications - most importantly, strong experience with Excel (Word, Excel, PowerPoint) and Google Suite
- Familiarity with databases, especially Raiser's Edge

Candidate should send a cover letter and resume to be considered. The First Review Date for this job is: July 18, 2022 and continues until the position is filled.

Until further notice, this is a hybrid position, eligible to work remotely and work on-site in the office. All RF employees must reside within a commutable distance to the tri-state area.