

Our company is looking to fill the role of donor relations director. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for donor relations director

- Develop and manage an Advancement scholarship awards process, including coordination with Financial Aid, to verify that scholarship awards made are appropriate to donor fund agreements and are awarded on a timely and regular basis, coordination with Foundation Accounting Manager for timely, accurate reconciliation of scholarship bills
- Organize efforts to develop, implement, and improve upon current stewardship efforts for University Advancement
- Design and implement donor centric processes for stewardship in line with University Advancement strategic goals
- Identifies, researches, & cultivates donors through the creation of strategic long-term stewardship plans & the management of daily stewardship activities
- Plan and coordinate recognition efforts for leadership giving societies
- Track and analyze the ongoing data to tailor stewardship and events efforts
- Advising and developing the strategic direction on all aspects of marketing and donor relations for the unit including creative, multi-media plans, digital outreach, direct response, data capture, data measurement, donor engagement and recognition and stewardship planning
- The planning and oversight of the marketing and donor relations strategies
- Developing and implementing strategies to expand the prospect base across the unit by bringing a proven and demonstrated level of expertise in marketing tactics which drive acquisition, cultivation and solicitation efforts

to acquire targeted donor bases, steward existing donors, and maximize retention rates in overall donor engagement

Qualifications for donor relations director

- Experience working in incentive or recognition programs
- Writing and or editorial experience
- Experience with standard style guides (e.g., AP and Chicago)
- Experience supervising or managing the work of others is a plus
- Serving and acting as a change agent and a thought leader in all elements of multi-media strategies including but not limited to digital and direct response trends and techniques
- Ensuring quality, accuracy, and timeliness of measurement deliverables in the area of annual giving through leading-edge approaches to direct response programming