Position Title: Stewardship Program Manager

Reports To: Assistant Director for Stewardship and Gift Processing

Position Summary

Reporting to the Assistant Director for Stewardship and Gift Processing, the Stewardship Program Manager will serve as the key writer for the law school’s comprehensive stewardship program and will be responsible for coordinating all stewardship initiatives with the aim of fostering donor engagement and appreciation. The Manager prepares correspondence and gift acknowledgment letters from the Dean of the Law School, the Vice Dean of Development, and other members of the development team. A vital member of the writing and editing staff for the department, the Stewardship Program Manager is also responsible for compiling and preparing stewardship reports for various funds at the law school throughout the year. In addition, the Manager must effectively utilize and maintain university and LDAR databases to track progress and keep accurate records on donor, fund, and recipient information. The position involves interaction with donors, faculty, administrators and law students.

Duties and Responsibilities

- Create annual stewardship reports to be provided to the donors in the areas of scholarships, professorships, faculty research, book funds and other special programs as needed.
- Generate clear, concise and compelling acknowledgments, congratulatory letters, condolence letters and written communications on behalf of the Dean, the Vice Dean and the major gifts team.
- Work with law school offices (financial aid, business affairs, career planning & professionalism, etc.) faculty, and students to gather accurate information for stewardship reports and letters supporting law school priorities.
- Maintain, through the university database (ATLAS) and internal LDAR files, a stewardship database tracking law school funds, donors, and recipients to ensure successful stewardship.
- Manage all aspects of stewardship program for the law school, including the planning and execution of all stewardship events, and, together with the annual giving team, developing and implementing stewardship strategies for annual fund donors.
- Together with the assistant director, maintain website alumni/giving pages.
- Additional duties as assigned.
Qualifications

- BA/BS degree with 3 to 5 years of experience in related field, preferably in higher education.
- Excellent writing and editing skills. Writing sample is required.
- Strong organizational skills and a high level of attention to detail.
- Ability to prioritize and manage multiple tasks simultaneously.
- Strong interpersonal skills and the ability to interact and communicate clearly with administrators, faculty, donors, and students.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to take initiative and assume responsibility.
- Capacity and interest in web development and design.

- Familiarity with complex databases and Microsoft Office applications.

To apply: http://jobs.hr.upenn.edu/postings/33569.