

University of Houston – Clear Lake

Position Description

Job Title: **Senior Coordinator, Donor Stewardship**

Job Code: **2647**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education and experience	Bachelor's degree in a people-related field such as Sales, Humanities, Business, or Communications.
Experience	Three or more years working with donors and/or other constituent groups in stewardship-related activities. Two or more years organizing events of various sizes, consistent with the mission of stewardship.	A track record of working with donors and other constituent groups in stewardship-related activities for higher education or nonprofits. A track record of successful leadership in organizing and implementing events and programs supporting stewardship of donors.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Senior Coordinator will develop and/or implement various events and office processes that facilitate the stewardship of donors and related constituencies. This position will work with each of the components of University Advancement, in cooperation with the Office of the President, the four UHCL schools and UH System when appropriate. The person's efforts will involve donors at all levels through various activities, and will be conducted in a way to encourage ongoing support by donors and allow for communication about other giving opportunities, including planned giving.

Duties and responsibilities	% Time
Develop/implement various donor recognition plans, including thank you gifts, special events, endowment signings, donor luncheons, etc. that create the proper environment and/or opportunity for university representatives to steward, cultivate and converse with donors to promote interaction and future gift support.	80
Miscellaneous donor recognition, appreciation and stewardship activities.	20

This position description describes the general qualifications, duties and responsibilities of work being performed.