

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Communications Stewardship**

Job Code: **2650**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree or equivalent combination of education & experience.	Bachelor's degree in people-related fields, e.g., Sales, Humanities, Business, Communications
Experience	One to two years working with donors and/or other constituent groups in stewardship-related activities	Two to three years working with donors and other constituent groups in stewardship-related activities for higher education or nonprofits
License/Certification		

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

POSITION SUMMARY

The Coordinator will develop and maintain web galleries, electronic correspondence, and other materials to celebrate, acknowledge and engage donors and partners through digital media; person would create photographs, stories and interviews to share news to connect donors and partners to the university. This position will work with each of the components of University Advancement, in cooperation with the Office of the President, the four schools and UH System where appropriate.

Duties and responsibilities	% Time
Develop/implement various donor recognition plans including web galleries, electronic correspondence and other materials to celebrate, acknowledge and engage constituents 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.	60
Create photographs, stories and conduct interviews to share news, student profiles and other content to connect donors and partners to the univeristy through the year	30
Contribute news worthy items to the annual endowment report going out to donors.Work with school representatives to increase interaction and involvement with UA for stewardship activities. Other duties as assigned.	10

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