

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Donor Stewardship**

Job Code: **2645**

Pay Grade: **030**

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	One year 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/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.

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	10
Oversee the annual endowment report process to donors. Work with school representatives to increase interaction and involvement with UA for stewardship activities.	10

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