Position Title:
Director of Donor Relations and Stewardship
Department: Advancement
Search #21-08A

The Director of Donor Relations and Stewardship helps to deepen relationships between the University of New Haven and its alumni, parents, and other donors, and helps strengthens the perceived value of giving to the institution. This includes all aspects of acknowledgment, engagement, recognition and stewardship/reporting for gifts received by the University.

Key Responsibilities

- Advance the University of New Haven’s fundraising efforts by designing and implementing a comprehensive donor-centric stewardship and donor relations program. Assist the Advancement team and University leadership in reaching its strategic fundraising and engagement goals by executing effective strategies to deepen and strengthen the relationship between the University’s top donors and the institution.
- Collaborate with the Vice President for Advancement, Associate Vice Presidents, and major gift officers to draft and execute highly personalized stewardship plans for top donors, focusing on experiential stewardship and connections to the beneficiaries of their philanthropy.
- Research, write and edit high-level stewardship reports.
- Work with Advancement Services, Business office, Financial Aid and Colleges to ensure accurate scholarship data across campus, timely awarding of all scholarships and prizes, and impact reporting to donors.
- Build partnerships across campus with the Offices of the President and Provost, Business/Budget, Financial Aid, and Colleges to develop systematic approaches to managing data in order facilitate appropriate use of donor funds. Provide guidance to faculty and administrators on the authorized use of restricted funds.
- Collaborate with major gift staff to discuss, draft, and confirm appropriate restrictions for new donor funds, ensuring that gift funds are documented and managed to both comply with donor intent and to support the priorities of the University.
- Increase and improve the department’s use of technology to better steward donors, through electronic donor communication and the use of video and social media
- Work with colleagues in Annual Giving to program systematic stewardship and recognition programs for donors at all levels.
- Oversee strategic donor event planning with Alumni Relations and Special Event staff, including presidential and board of governor events.
- Manage naming opportunities and coordinate and document all physical recognition across campus.
• Responsible for analyzing data to drive continuous improvement related to applicable processes, ensure key performance metrics are met, and that policies/procedures adhere to the Donor Bill of Rights.

Requirements:

• Requires 4-6 experience in stewardship and donor relations management in a higher education setting and experience with philanthropic fund management and reporting, including understanding of good management practices for data and financial information
• Deep understanding of implementation and use of digital stewardship technologies
• Excellent verbal, written and editing skills, including the ability to write on behalf of faculty and University leadership, including the President.
• Strong data management skills and experience with complicated Excel spreadsheets required. Database query experience strongly preferred.
• Requires a detail-oriented and self-driven person with excellent time-management skills and the ability to thrive in a fast-paced environment.
• Preference for experience working on large and complex fundraising projects, especially stewardship in major, multi-year capital campaigns.
• Strong preference for experience with Raisers Edge NXT

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision
The University of New Haven is a diverse institution that celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.

HOW TO APPLY:

Please send a cover letter, resume, and 2 references that will be held in the strictest of confidence to our Human Resources department at hrdept@newhaven.edu. Please make sure to reference Search # 21-08A in the subject line.

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