

Development Communications and Stewardship Specialist
Pay Grade: C40, minimum of \$33,953

DESCRIPTION:

Organizes and administers stewardship efforts, website information, marketing plans, communications, and public relations efforts to increase engagement and financial participation at the Foundation. Works in collaboration with Foundation staff, donors, board members, community partners, and the College's Marketing and Strategic Communications staff.

ESSENTIAL FUNCTIONS:

1. Writes, edits and prepares fundraising and alumni communications and provides ongoing news and other event specific updates through print materials and website content design.
2. Writes, edits and prepares fundraising/solicitation materials and oversees print production. Creates, designs and distributes electronic and print materials for the Foundation's giving programs and stewardship efforts and the Alumni Association.
3. Maintains and updates the Foundation's and Alumni Association's websites and social networks for all constituent groups including donors, alumni, and students. Provides backup for maintenance of the online giving system process.
4. Manages the Foundation's stewardship efforts including communication and gift acknowledgement based on donor levels, and organizes recognition and thank you gifts.
5. Develops and maintains tracking systems and communication calendars, organizes and directs the invitation process, and effectively communicates with businesses, individuals and organizations interested in supporting the Foundation's events and activities.
6. Works with the Assistant Director of Development and the Executive Director to identify prospective donors and build interest and engagement with the College.
7. Provides administrative support for Foundation and Alumni events.
8. Performs all site and position specific responsibilities as assigned.

REQUIRED QUALIFICATIONS:

1. Associate's degree in marketing, graphic design, communications, journalism, public relations or related field from an accredited institution.
2. Minimum of two years of experience in marketing/public relations/communications or foundation/alumni relations.

DESIRED QUALIFICATIONS:

1. Bachelor's degree in Marketing, English, communications, journalism, public relations or related field from an accredited institution.
2. Demonstrated experience in electronic communications such as e-mail messaging and social media.

3. Demonstrated experience in creative/graphic design including use of Adobe Creative Suite.
4. Demonstrated experience using development-focused database.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong graphic design and proofreading skills.
2. Excellent Microsoft Office (Word, Excel, Power Point) skills.
3. Excellent planning and organizing skills with great attention to detail.
4. Ability to meet deadlines and work in a fast-paced multi-priority environment.
5. Ability to work collaboratively with diverse groups, including faculty, staff, students, alumni and community members.
6. Demonstrated skills as a collaborative member in a team environment.
7. Ability to plan and organize job responsibilities and priorities.
8. Demonstrated ability to create new and innovative solutions.
9. Ability to work in an independent manner with own initiative to accomplish objectives and meet deadlines.
10. Ability to exhibit a professional, courteous demeanor.
11. Excellent ability to gather and synthesize information into easily understandable prose.
12. Committed to working in a multicultural environment.
13. Ability to treat confidential information with sensitivity, and possess high standards of integrity and discretion.
14. Excellent verbal, written and interpersonal communications skills.

WORK ENVIRONMENT AND SPECIAL CONSIDERATIONS:

1. Works inside in an office environment.
2. May be required to work flexible hours, including evenings and weekends.
3. May be required to travel between College campuses and to other local destinations.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors.

