



## **JOB DESCRIPTION**

**TITLE: Donor Stewardship and Events Coordinator**

**COLLEGE/SCHOOL/DEPT:** *Advancement Office*

**DATE PREPARED:** March 9, 2022

**REPORTS TO:** VP Advancement

**FLSA:** *Exempt*

### **POSITION SUMMARY:**

The Office of University Advancement carries out the fundraising, marketing and communication efforts of the university. Under the general direction of the VP Advancement, this position will develop, implement, and evaluate a comprehensive donor stewardship program from private sources from across the country in support of strategic initiatives at Heritage University. This position will also coordinate events in support of fundraising and friend-raising for the University, working closely with the Senior Director for Donor Development. The Donor Stewardship and Events Coordinator should excel in managing relationships and events, as well as providing outstanding customer service, and should be an enthusiastic professional with the highest standards of excellence. This position will require some weekend and evening work, in addition to local and regional travel.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Plans, directs and administers a donor stewardship and cultivation program to meet revenue goals for strategic university initiatives.
2. Directs stewardship efforts for donors and prospects through in-person meetings, phone calls and written correspondence as appropriate. Coordinates donor visits to campus and opportunities to meet with students.
3. Develop an annual series of events to facilitate donor cultivation both locally in the Yakima Valley and on the west side of the state of Washington. Coordinate fundraising events on behalf of the university, to include the annual Scholarship Dinner. Coordinate all logistics for each event, including volunteer recruitment and management.
4. Represent Heritage University in the most positive manner with prospective, former and current students, donors, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practices of the department and Heritage University.
5. Uphold the Heritage University Mission Statement.
6. Handle confidential information for donor and student records with tact, discretion and in compliance with FERPA regulations
7. Other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

*A. Knowledge:*

- 2-5 years of relevant experience in customer service, sales, fundraising and/or event planning.
- Bachelor's degree preferred, but not required.

*B. Skills:*

- Excellent communication skills, including writing, proofreading, and speaking.

- Excellent interpersonal skills both in person and by phone and by email.
- Ability to act independently and exercise sound judgment.
- Attention to detail, able to perform under pressure.
- Experience managing budgets.
- Ability to manage multiple projects and work assignments that requires assistance from a variety of staff and volunteers.
- Ability to motivate and work effectively with groups and individuals.
- Able to maintain confidential information.
- Proficient in MS Office.

**APPLICATION INFORMATION AND DEADLINE** Applications should include the following:

- Cover Letter
- Resume
- List of References (names, email address & phone numbers of 3-5 current professional references).
- HU Employment Application

Review of applications will begin immediately and will continue until the position is filled.

Full consideration will be given to applications submitted by **Friday, April 1, 2022**.

To apply, please email application material to: [Humanresources@heritage.edu](mailto:Humanresources@heritage.edu) or Heritage University  
Office of Human Resources 3240 Fort Road Toppenish, WA 98948

*Heritage University is an equal opportunity/ equal access/ affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and State laws, regulations, and executive order regarding non-discrimination and affirmative action.*