



## JOB DESCRIPTION

**TITLE:** Donor Stewardship and Scholarship Coordinator

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

**REPORTS TO:** VP Advancement

**FLSA:** Exempt

**SALARY:** \$36,378 - \$46,538

### **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 assist with the development, coordination, and implementation of initiatives designed to enrich donors' relationships with the university in support of fundraising and friend-raising, working closely with the Senior Director for Donor Development and Major Gift Officer in Toppenish and the Director of Donor Development located in the greater Seattle area. Additionally, this position will work closely with the Director of Advancement Services to coordinate a comprehensive donor stewardship program that aligns students who receive scholarships from private sources to the persons and organizations that fund scholarships ensuring the donor's intent is being met. This position is also responsible for the recording of gifts in the Raisers Edge Database. This role requires outstanding attention to detail and customer service and must 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.

### **DUTIES AND RESPONSIBILITIES:**

1. Represent Heritage University in the most positive manner with prospective, former, and current students, donors, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other customers of our services, learn, and use operating practices of the department and Heritage University.
2. Uphold the Heritage University Mission Statement.
3. Handle confidential information for donor and student records with tact, discretion and in compliance with FERPA regulations.
4. Develop and coordinate an annual series of initiatives that enhance and enrich donors' relationships with the university.
5. Maintain accurate records of all gifts received and manage them within the Raiser's Edge database, ensuring timely and precise entry of donation details, including donor information, gift amounts, and allocation preferences.
6. Work in collaboration with the University's Financial Aid department and Business Office to ensure named scholarships are awarded accurately and communicated effectively to donors through in-person meetings, phone calls, and written correspondence as appropriate.
7. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- 2-5 years of relevant experience in customer service, sales, university financial aid, fundraising and/or event planning.
- Bachelor's degree required.
- 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.

**Employee Review:**

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the University's needs. I have been given a copy of this description.

**BENEFIT PACKAGE: (benefit eligible is at least .75 FTE):**

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 18 Paid Holidays
- Matching 403(k) Contribution after a year of service.
- Tuition Waiver Program
- Additional plan are available for purchase. This includes AFLAC and additional life & ADD insurance.
- Many other employee engagement programs.

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

- Cover letter (please address all position qualifications – required and preferred)
- Resume
- List of References (names, email addresses & phone numbers of 3-5 current professional references)
- HU Employment Application      LINK: Employment Application

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

Qualified candidates may submit 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 orders regarding non-discrimination and affirmative action.*