



JOB DESCRIPTION

TITLE: Donor Stewardship and Events Coordinator

DEPT: Advancement Office

REPORTS TO: VP Advancement

FLSA: Non-Exempt

SALARY: \$47,663 - \$58,663

POSITION SUMMARY:

The Office of University Advancement carries out the university's fundraising, marketing, and communication efforts. 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 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 producing university events that are both donor-facing and public-facing, including the annual Bounty of the Valley Scholarship Dinner. This role requires outstanding attention to detail, communication 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.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Uphold the Heritage University Mission.
2. Represent Heritage University most positively with prospective, former, and current students, donors, board members, clients, suppliers, and the community we serve. Interact effectively with a diverse group of faculty, staff, students, and other clients of our services; learn and use operating practices of the department and Heritage University.
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. Produce a wide range of events that serve an array of audiences comprised of up to 300 or more guests.
6. Work in collaboration with the University's Financial Aid department and Business Office to ensure named scholarships are awarded accurately and communicate effectively to donors through in-person meetings, phone calls, and written correspondence as appropriate.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 2-5 years of relevant experience in event planning, fundraising, customer service, sales, or university financial aid.
- 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 require 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.

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

- Health Benefits - medical, dental, and vision
- No cost life insurance.
- Paid Time Off
- 21 Paid Holidays
- Matching 403(b) Contribution after a year of service.
- Tuition Waiver Program
- Additional plans 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
- Resume
- List of References *(names, addresses & phone numbers of 3-5 current professional references)*.
- HU Employment Application LINK: [HU Application](#)

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

To apply, please email application material to: Humanresources@heritage.edu OR Heritage University
Office of Human Resources 3240 Fort Road Toppenish, WA 98948

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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.