

<b>Job Title</b>	Stewardship Coordinator
<b>PVN ID</b>	BA-1802-002337
<b>Category</b>	Administrative Services
<b>Location</b>	BARUCH COLLEGE
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$40,000.00 - \$50,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 01, 2018 (Or Until Filled)

## General Description

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Baruch College is seeking a Stewardship Coordinator within the Office of College Advancement. Reporting to the Director of Donor and Board Relations, this position coordinates, implements and manages a comprehensive gift acknowledgement and tracking system for the office. The Stewardship Coordinator will also serve as the primary liaison with student beneficiaries in stewarding scholarship and award donors.

## Other Duties

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- Oversight of the College's acknowledgment program; coordinate the production of thank you letters for all giving levels.
- Manage the presidential acknowledgement process. Oversee the production, distribution and tracking of donor acknowledgements, coordinating with development staff and the Office of the President to create timely, accurate and personalized acknowledgements.
- Coordinate and manage the memorial and honorary gift program. Regularly produce notification letters for memorial and honorary gifts.
- Communicate with student scholarship recipients regarding the donors to their scholarships and collect thank you letters from the students to send to the donors.

- Coordinate, plan and execute scholarship luncheons.
- Assist in the preparation and mailing of donor reports on endowed and restricted funds and scholarships.
- Manage the student awards stewardship program, coordinating with staff in the Financial Aid office and other relevant departments around the campus to ensure that awards' criteria are being accurately met according to donors' wishes. Also responsible for mailing award stewardship letters to donors.
- Assist with event planning and follow-up, may include managing RSVPs and creating nametags.
- Contribute to the overall effort of managing the production of an accurate annual honor roll of donors and other honor rolls as needed.
- Coordinate the process for obtaining signatures for donor gift agreements.
- Perform related duties as needed.

## Qualifications

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- Requires a Bachelor's degree and one year experience in fundraising, donor relations, communications, or a related field, preferably in higher education.
- Excellent written and verbal communication skills with a thorough knowledge of English grammar, punctuation, and spelling.
- Demonstrated proficiency in proofreading and copy-editing; possess a high degree of concentration, judgment, and autonomy when performing editing tasks.
- Strong organizational and time management skills and meticulous attention to detail; the ability to set,

negotiate, and meet priorities and produce high-quality work under multiple deadline pressure and within a busy environment.

- Demonstrated interpersonal skills to establish and maintain good working relationships with diverse groups, including colleagues, faculty, staff, donors, volunteers and College officials.
- Proficient computer skills, including the full Microsoft Office suite; Experience with Raiser's Edge or other fundraising database is essential.

**For immediate consideration, please apply online with your cover letter and resume at**

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