**TITLE: Assistant Director of Donor Stewardship**

**REPORTS TO: Executive Director of Advancement**

**Summary:**

The Assistant Director of Donor Stewardship reports to the Executive Director of Advancement and builds strategies to nurture and maintain relationships with donors to encourage their ongoing support for Spring Hill College. Donor stewardship involves consistent communication, gratitude, and engagement to ensure that donors feel valued, informed, and connected to the College’s mission. In order to achieve this objective, the Assistant Director will build stewardship matrix and ensure that all touchpoints including gift receipts, acknowledgements, impact reports, pledge reminders, and stewardship events excite interest and strengthen donor connection and loyalty.

**Key Responsibilities:**

* Develops and drives the strategic plan for the College’s stewardship program. Director is responsible for ensuring the successful execution of all stewardship tactics designed to enhance the donor’s philanthropic experience and increase the likelihood of initial and sustained support including: gift receipts, acknowledgement letters, impact reports, pledge reminders, financial reports for endowed funds, donor recognition, and other donor-centric products and services
* Supports Major Gifts team in the development of gift proposals and other tools developed to engage major gift donors and prospects in philanthropic opportunities
* Establishes and maintains strong working relationships with gift officers.  Develop a deep understanding of the pipeline of solicitations and corresponding need for proposals or other content. Partner with gift officers to develop the most compelling case for support
* Partners with Spring Hill faculty and staff to translate their objectives and goals into compelling content for both solicitations and stewardship of our donor community
* Coordinates with Financial Aid to ensure scholarships are awarded and gift information is shared the appropriate parties
* Collaborates with Database Coordinator to ensure donor communications are added to RE NXT
* Consults with gift officers to identify key stewardship opportunities and develop personalized plans for our largest donors; further develop and lead a Top Donor Stewardship program
* Oversees the master stewardship schedule/matrix and manages information tracking process to ensure that all gifts requiring personalized acknowledgement receive it in a timely manner
* Oversees donor recognition and signage; maintains policies around recognition levels
* Works in close partnership with Advancement staff to effectively share, disseminate, and leverage content across donor audiences
* Leads execution of donor stewardship events

**Other Responsibilities:**

* Collaborates with Advancement staff to further key organizational priorities
* Advances the overall culture of philanthropy within the organization
* Embraces and passionately advocates for Spring Hill’s mission