STEWARDSHIP MANAGER

Department: Office of Advancement

Position Summary: The Stewardship Manager is responsible for the successful comprehensive donor stewardship and relationship program for North Park University and Seminary, with the objective of increasing donor engagement and recognition.

Essential Responsibilities:
- Implement a comprehensive stewardship plan for donors, including premiums, events, communications, acknowledgement and recognition strategies, working in conjunction with annual giving, major gift, and other Advancement staff.
- Manage the stewardship of scholarship donors by working closely with scholarship students, Admissions, the Business Office, and Financial Aid staff to match endowed scholarships and provide annual updates to donors. Manage student/stewardship, endowment reports, and memoranda of agreement.
- Implement a comprehensive stewardship plan for the donors and provide stewardship support including training and use of thank you video software.
- Coordinate University and Seminary communication including Advancement emails, e-solicits, web pages, print communications, social media content, and video productions.
- Plan and execute stewardship special events held on campus, virtually, and regionally. Support the Director of Alumni Relations with event related tasks.
- Assist with activities related to cultivation, solicitation, and stewardship of existing donors and prospects in crowdfunding for campus partners.
- Work with and support President’s Club stewardship activities including the implementation of level which includes vetting, planning, marketing, events and coordinating with the office (primarily the President, Vice President for Advancement & Alumni Relations, major gift officers, and annual giving).
-Lead efforts and coordinate with office to maximize effectiveness with social media platforms.
- Manage the work of the Stewardship Coordinator to support the efforts of the Advancement Office.

Essential Qualifications:
- Bachelor’s degree required
• Flexibility and ability to work in a team environment. Strong customer service and sound judgement skills required.
• Strong interpersonal, communication, organizational, and project management skills. Writing, production, and social media management preferred.
• Higher Ed, non-profit, or fundraising experience preferred.
• Computer literacy with Microsoft Office. Experience with Raiser’s Edge ideal.
• Occasional night and weekend event work required.
• Personal commitment to and ability to effectively support and articulate North Park’s mission and philosophy of Christian higher education.

Effective Date: November 2021

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.