Position Description
Assistant Director of Donor Relations & Stewardship

General Description:

The Assistant Director of Donor Relations & Stewardship works proactively to contribute to and implement donor relations and stewardship for major gift and annual fund donors at the United States Naval Academy Foundation. The Assistant Director of Donor Relations & Stewardship will perform operational tasks in support of the stewardship, reporting, recognition, and other administrative needs of the Donor Relations & Stewardship team.

The Assistant Director deploys donor relations and stewardship techniques and strategies that meet the standards and best practices articulated by the Council on Advancement and Support of Education (CASE) and the Association of Donor Relations Professionals (ADRP).

The Assistant Director is a full-time professional reporting to the Director of Donor Relations & Stewardship and works closely with the Senior Director of Advancement Services.

Major Duties and Responsibilities:

Stewardship:

- Manage the annual stewardship reporting program, designed to support donor cultivation and retention. Develop contacts at the Naval Academy to secure information for report content, and work closely with gift officers to tailor correspondence with donors.
- Create customized donor stewardship reports by securing information from Yard personnel, organizing data, writing appropriate copy and editing materials.
- Meet with gift officers to develop individualized stewardship plans for major donors. Review donors’ giving history, recognition and reporting obligations as stipulated in gift agreements, and individuals’ interests. Record stewardship plans in the database and review periodically.
- Assist gift officers in the execution of individual stewardship plans. Track completion of stewardship and recognition steps in database.
- In cases where Naval Academy personnel perform stewardship tasks, obtain copies of stewardship materials for the Foundation’s stewardship files, and track completion of stewardship plan steps in the database as appropriate.
- Work closely with the Director of Donor Relations & Stewardship and gift officers in coordination of materials and planning required for local and regional trips and stewardship events.
- Compile and format accurate donor recognition lists for the annual Donor Report, including approximately 15,000 individual and organizational entries. Develop/maintain written record of procedures required in the creation of these donor recognition lists.
- Expand, promote and maintain the Foundation reference library, a collection of narrative material relating to USNA Centers of Excellence.
- Track the donor relations/stewardship field within higher education advancement; serve as a resource for Foundation staff on new ways to steward donors.
- Perform other duties as assigned by the Director of Donor Relations & Stewardship.

Management of Seat Dedication Programs (Honor Chair and Take-a-Seat):

- Work with donors and honorees regarding their gifts and plaques – provide information on the programs and communicate seat locations after installation.
• Track receipt of gifts and inscriptions, and accurately record seat locations in database.
• Coordinate production and installation of Take-a-Seat plaques with colleagues at the Naval Academy Athletic Association. Coordinate with engraver and with Yard personnel on the production and installation of Honor Chair plaques (includes picking up engraved plaques and delivering them to Alumni Hall for installations).
• Periodically update Honor Chair locations directory, located in the lobby of Alumni Hall.
• Develop/maintain written record of procedures required for this process.
• Maintain documentation of seat locations in Blackbaud CRM.

Database Management:
• Develop expertise in operation of Blackbaud CRM software and help to maintain the integrity of the database.
• Co-manage the Stewardship Request Queue and other documentation in Blackbaud CRM to organize workflow in collaboration with the Director of Donor Relations & Stewardship.
• Initiate and maintain regular contact with professional colleagues in the field to stay abreast of new trends and resources.
• Assist in data maintenance as it relates to the needs of Donor Relations & Stewardship.

Minimum Qualifications:
• BA degree.
• Proficiency in the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
• Proficiency with fundraising database/software, preferably Blackbaud CRM.
• Excellent writing and communications skills.
• Three to five years’ experience in a communications or development role.
• Experience with digital and print resources.
• Ability to prioritize and multitask.
• Collaborative self-starter.
• Service- and mission-oriented.
• A sincere and enthusiastic belief in the mission of the U.S. Naval Academy.

Preferred Qualifications:
• Experience using Blackbaud CRM donor software.
• Experience using Adobe InDesign.
• Experience in the field of higher education.

Last Updated: January 2019

To Apply: Please send cover letter and resume to careers@usna.com.

The USNA Alumni Association and Foundation is an Equal Opportunity Employer. Veterans encouraged to apply.