Position Title: Stewardship and Special Events Coordinator  
Department: Seminole Boosters, Inc.  
Reports to: Vice President of Stewardship and Fundraising Advancement

**Position Purpose**

Under the general direction of the Vice President of Stewardship, the Stewardship and Special Events Coordinator will assist in the development, implementation and management of a stewardship program designed to foster and nurture long-term, meaningful relationships between the Seminole Boosters/Athletics Department and its donors.

**Principal Responsibilities**

- Serve as the Executive Assistant to the Executive Vice President
- Processing of major gift proposals, ensuring accuracy and completeness of all materials and documents
- Assist Major Gift Fundraisers with prospect management, proposal creation and delivery, day-to-day tasks, and various projects
- Manages the weekly acknowledgment letter process for major gifts, or any others to the endowment or facility funds.
- Maintain online donor directory for major gifts of $50,000 or more.
- Oversee the Haggard Legacy Walk Brick Program which includes tracking orders, ordering bricks, maintaining an updated locator map, and correspondence with donors.
- Assist with the production of the donor lists and information for the annual endowment report, determine the report recipients, and facilitate the mailing.
- Assist in coordination of major gift fundraising events including making logistical arrangements such as hotel room blocks, venue selection, catering needs, floor plan design, décor (i.e. linens, floral arrangements and lighting), audio-visual requirements, photography, equipment rental (i.e. tables, chairs and tents) and event collateral (i.e. formatting, printing, nametags, writing copy for invitations)
- Assist with skybox administration and ticket distribution.
- Assist with distribution of stewardship department mailings including birthday cards, recognition notes, gift completion letters
- Assist with other stewardship projects as assigned by Vice President of Stewardship.

**Education and Experience**

- Bachelor’s Degree
- Three years’ experience in a fundraising, marketing, sales, events, or fulfillment environment.
- Experience working with a complex donor database preferred.
- Successful completion of an employment and/or criminal history background check required.
- Proven ability and success in a fast paced and constantly changing environment

**Skills and Abilities**

- Knowledge of event planning basics and common terminology used to communicate effectively with vendors
- Proficiency in a networked environment with Windows with a variety of software applications including email, Excel, Word, and Web navigation
- Careful attention to detail and strong organizational skills with a capacity to meet the requirements of deadline-driven work
- Ability to manage and prioritize multiple responsibilities
- Excellent communication skills to include effective writing and interpersonal skills
- Ability to effectively and efficiently solve problems and stay composed and focused in pressing situations
- A self-starter, comfortable working with a team and independently and the ability to take direction and constructive criticism
- Establish and maintain positive relationships, facilitating an environment of collegiality
- Ability to converse with a wide range of audiences, including internal staff, University staff and dignitaries, donors, vendors, etc.
• Ability to work flexible hours, including evenings and weekends
• Ability to travel
• Professional demeanor