



SEMINOLE BOOSTERS

Position Title: Bowden Society Stewardship Coordinator
Department: Seminole Boosters, Inc.
Reports to: Director of Stewardship

Position Purpose

Under the general supervision of the Director of Stewardship, the Bowden Society Stewardship Coordinator will assist in the development, implementation and management of the Bowden Society stewardship program designed to foster and nurture long-term, meaningful relationships between the Seminole Boosters/Athletics Department and its major gift donors.

Principal Responsibilities

- Execution of the organization's Bowden Society stewardship strategy
- Complete the acknowledgement process for all Bowden Society contributions
- Work with the Director of Stewardship & the Director of Marketing to inform the donors of the impact of their donation/gift/contribution and provide proper recognition opportunities throughout the year
- Fulfillment of member benefits and engagement opportunities for Bowden Society donors throughout the year and on sporting home game weekends
- Implement, coordinate, and execute effective and efficient Bowden Society events and activities to create meaningful and engaging experiences for donors in all major markets throughout the year and throughout home game weekends
 - Event planning requirements include but aren't limited to 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)
- Communicate with Fundraising and Development Team on overall Bowden Society stewardship, events, and donor touchpoints
- Use of constituent database to track stewardship touchpoints and event participation
- Manage budget and audit system for Bowden Society stewardship budget
- This position may supervise other positions and oversee graduate assistants/interns
- Responsible for fostering and maintaining strong relationships with campus partners, donors and community members
- Assist with other stewardship projects and events as assigned by Senior Vice President of Stewardship
- Prioritize customer service in every action and decision

Education and Experience

- Bachelor's Degree
- Two years' experience in a hospitality, 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 Outlook, 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 as well as travel for destination events and activities
- The highest standards of professionalism and performance as evidenced by consistency and quality of output, timeliness and follow-through, discretion, and a strong appreciation for special needs associated with sensitive data and commitment to keep confidential all data related to Florida State University, Seminole Boosters, and its alumni and donors.