

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

Position Purpose

Under the general supervision of the Senior 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

- Assistant the President and Executive Vice President
- Assist Major Gift Fundraisers with prospect management, proposal creation and delivery, and day-to-day tasks
- Manages the weekly acknowledgment letter process for major gifts
- Oversee the Haggard Legacy Walk Brick Program, which includes tracking orders, ordering bricks, maintaining an updated locator map, and correspondence with donors
- Assist with facility and scholarship gift recognition
- Assist in coordination of major gift fundraising events and activities 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 distribution of stewardship department mailings including birthday cards, recognition notes, gift completion letters
- Oversee lifetime giving society including managing the list qualifying of members, event planning, and recognition/benefits
- Administration of ThankView program including coordination of collecting videos and campaign creation
- Assist with other stewardship projects as assigned by Senior 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 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
- Ability to travel
- Professional demeanor