



The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

Director of Donor Relations and Stewardship is responsible for developing, implementing, and continuing

Examples of Duties and Responsibilities

- x Oversee donor recognition and stewardship activity focused on principal and major gift level dc planned giving and endowment giving, including but not limited to annual reporting and select donor recognition programs.
- x Develop a more strategic, focused approach to donor stewardship
- x Lead a donor recognition strategy for naming opportunities, including permanent donor recognition.
- x Lead centralized efforts for a forward thinking approach to donor acknowledgments, honor rolls/donor

management system required.