

Warren Wilson College
Position Description

POSITION: Director of Donor Research and Stewardship

DEPARTMENT: Advancement Services/Advancement

REPORTS TO: Director of Advancement Services

FLSA STATUS: Exempt

POSITION SUMMARY:

The Director of Donor Research and Stewardship is responsible for researching individuals with the potential to make major gifts to the College, and for managing the data and processes used to effectively cultivate and steward all donors, with particular emphasis on major donors. She/he works with the President and the Development staff to identify and qualify existing and new individuals who have major gift capacity. She/he is actively engaged in gift processing to insure that all gifts are promptly and appropriately acknowledged, and that data is captured and monitored to advance fundraising effectiveness. This person also assists the Director of Advancement Services in the administration of the Raiser's Edge database.

SPECIFIC RESPONSIBILITIES:

Primary Duties

- Identify and research individuals who are major gift prospects, in coordination with the President and the Development staff, using print and electronic sources with specific attention to wealth capacity, philanthropic inclination, and connection to other College constituents.
- Assist the President and Development staff in developing a strategy to cultivate and personally solicit major gift prospects.
- Develop and manage processes for tracking and facilitating the fulfillment of pledges from individuals and matching gift organizations.

Secondary Duties

- Manage the gathering, tracking and reporting of data related to major gift prospects.
- Prepare detailed prospect profiles for the President and Development staff.
- Stay current with new resources and technologies relevant to prospect research.
- Assist in gift processing operations to insure that all gifts are recorded properly, that data is captured for ongoing stewardship, and that financial controls are followed.
- Manage the gift receipting and acknowledgement process to standards of best practices.
- Manage the preparation of annual stewardship reports to supporters of named endowed and annual funds, and coordinate the annual Scholarship Luncheon.

- Assist the Director of Advancement Services in the administration of the Raiser's Edge database, including (but not limited to):
 - User setup and security
 - User training and troubleshooting
 - Regular data audit activities
 - Advanced data maintenance activities
 - Support relationship with Blackbaud

WORKING CONDITIONS:

Office environment

QUALIFICATIONS:

- Bachelor's degree required.
- Five years experience in successful fundraising operations.
- Demonstrated analytical skills to initiate and perform complex analyses and organize information to identify philanthropic patterns, techniques and relationships among individuals.
- Ability to analyze and interpret complex financial disclosure documents for the purposes of wealth assessment (SEC filings, real property files, financial and legal disclosures, etc.).
- Ability to effectively deal with sensitive issues and maintain confidentiality at all times.
- Knowledge of ethics statements by Association of Prospect Researchers of America (APRA), Council for the Advancement and Support of Education (CASE), and other related professional associations.
- Experience using a professional fundraising database. Experience using The Raiser's Edge is highly desired.
- Ability to work independently on multiple tasks, be self-motivated, set objectives and meet deadlines.
- Detail-oriented with strong organizational skills.
- Strong writing, editing and verbal communication skills.
- Proficiency in Microsoft Windows, Word, Excel, and Web usage.

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.

Director of Donor Research and Stewardship, v.8/16/2011