

Job Level	Assistant Director of Stewardship	Professional Level II
Oversight Received	<ul style="list-style-type: none"> * The Assistant Director of Stewardship will solve donor related issues that arise quickly and effectively, understanding when to bring any given situation to leadership. * Perform analysis of university-wide acknowledgment practices, provide expertise on overall acknowledgment strategy, and recommend new approaches and processes to Managing Director of Donor Relations and Stewardship. 	<ul style="list-style-type: none"> • Limited supervision through review of work product • Periodic monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Manage the budget for various donor communication initiatives ranging from \$5,000-\$10,000; managing expenses and providing status updates to Managing Director. * Decide on colleagues/partners to involve in various donor stewardship strategies, establish timelines, and assign responsibilities. * Manage and improve overall strategy for pledge reminders of \$25,000+. * Manage donor acknowledgement for central funds such as the University fund, Oval Preservation fund, and others. * Direct and improve the production of 1600+ donor privately funded endowment reports including, but not limited to, content development, data analysis, process training, and overall project delivery to major donors. Identify and implement innovative opportunities to elevate the donor's experience through this project. * Identify solutions to improve database effectiveness and efficiencies to enhance overall donor experience. 	<ul style="list-style-type: none"> • Applies concepts to resolve a variety of problems • Discretion to determine a course of action with review
Interaction/ Communication	<ul style="list-style-type: none"> * Direct the overall production of highly customized acknowledgment letters on behalf of CSU leadership including the President, and Vice President of University Advancement. Responsible for composing letters and conveying gratitude on the behalf in their varied and individual voices, thanking donors for their gifts and demonstrating their impact * Represent the University in interactions with donors of all levels via telephone, email, and in person. Solve donor related issues that arise quickly and effectively, understanding when to bring any given situation to leadership 	<ul style="list-style-type: none"> • Communicates to a broad audience that may be outside of occupational discipline
University Impact	<ul style="list-style-type: none"> * The Assistant Director of Stewardship plays a vital role in conveying the impact donors have on Colorado State University. This position manages various high-level donor stewardship initiatives and strategies. This position serves a key role in the Advancement community by working collaboratively with centralized and decentralized fundraising teams. 	<ul style="list-style-type: none"> • Working knowledge of University policies and systems • Impact is on work team or department
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree with at least 2 years full-time professional experience in fundraising, donor-relations, stewardship, communications or related field. 	<ul style="list-style-type: none"> • Bachelor's degree