



Title: Donor Stewardship Manager
Reports to: Director of Advancement
FLSA Status: Non Exempt
Hours: Full-time M-F
Effective Date: September 2018

Summary

As an integral part of the advancement team, the donor stewardship manager will work closely with colleagues on the strategy, implementation, and evaluation of a thoughtful and innovative donor stewardship program for Breck School. The manager will create, manage, and track a donor stewardship plan that demonstrates Breck's appreciation and shows donors the impact they have on the school. This position will also have responsibility for managing a portfolio of foundation donors, including cultivation, solicitation, and donor stewardship.

Essential Duties and Responsibilities

- The donor stewardship manager will provide ongoing stewardship to Breck donors, making sure every supporter feels appreciated and connected to the school
- Collaborate with colleagues to find creative and meaningful ways to recognize and steward donors in a timely and efficient manner
- Fundraising responsibilities will include cultivation for ongoing support from a portfolio of donors and prospects, including program and donor research, donor communication on the phone, via email, regular mail, and in person, grant writing, record organization, impact reports, and on-going stewardship
- Reflect a positive and optimistic attitude with donors, volunteers, and colleagues in person, on the phone, and via written correspondence, to produce positive engagement and fundraising results
- Stay current on grant-writing and donor stewardship trends and best practices
- Conduct research and write grant proposals and reports on key strategic initiatives
- Manage donor-centric communication materials, including cultivation, solicitation, and stewardship materials, such as grant applications, donor impact reports, and the annual report
- Identify innovative opportunities to keep donors informed of Breck's latest successes
- Work closely with the annual fund director on volunteer recognition
- Design and create donor biography and giving profiles, including donor research
- Record all actions, grant applications, donor profiles, correspondence, media, and stewardship activities in Raiser's Edge to ensure accurate record keeping
- Work closely with the director of advancement on department-wide strategies to achieve Breck's philanthropic goals
- Additional responsibilities, as needed

Education/Experience/Skills

- Bachelor's Degree required
- A minimum of three to five years of relevant nonprofit experience
- Must have grant writing and reporting experience
- Exceptional interpersonal skills with a commitment to excellent customer service
- Must possess excellent writing, editing, and communication skills
- Experience maintaining high ethical standards, demonstrating sensitivity, and confidentiality
- Experience in positions that require a high degree of accuracy and attention to detail
- Highly motivated project manager with a track record of successful project execution
- Must be highly organized, able to work independently, and under pressure
- Ability to work collaboratively in a successful, mission driven, team-oriented department
- Proficiency with Microsoft Office and G Suite; database experience required, Raiser's Edge experience preferred