Job Title: Stewardship Coordinator
Department of Donor Relations and Stewardship

Organization: UL Lafayette Foundation

Industry: Non-profit

Location: Lafayette, Louisiana

Job Type: Full-time with benefits

Hours per Week: 40

Minimum Education: BA/BS/Undergraduate

Minimum Experience: 2-3 years

Salary: DOE

Employment Start Date: ASAP

Position is unclassified and reports to the Foundation Director of Donor Relations and Stewardship.

Job Description:

Provides integral support to the UL Lafayette Foundation by enriching the relationships between donors and the University and Foundation, through providing meaningful activity with contributors so they have a higher degree of engagement and satisfaction, measured by donor retention and increased giving.

- Manage development, timeline and production of the Foundation’s print and online materials, including but not limited to, donor communication pieces, gift acknowledgements, recognition plaques and other recognition pieces as needed.
- Facilitate creation and production of promotional materials
- Maintain and update permanent donor recognition walls throughout the campus
- Assist with research and coordination of donor recognition and other special events
- Maintain and update donor database to track cultivation and stewardship activities
- Aid in implementation of routine stewardship activities (acknowledgements, metrics and surveys, etc.)
- Facilitate special stewardship activities as needed
- Research and assist in development of best industry practices for improving organizational processes and activities in all stewardship efforts
- Provide frontline response to information requests by phone, email and mail
- Collaborate and work as part of the Foundation team assisting other departments/units as needed

Qualifications/Requirements:

- Bachelor’s degree required
- Minimum of two years’ experience working in a fundraising setting
- Excellent interpersonal, organizational, writing, proofreading and administrative skills
- Strong attention to detail
- Highly skilled in Microsoft Office (Word, Excel, Outlook, Publisher, PowerPoint)
- Advanced experience working with Adobe Creative Cloud (InDesign, Photoshop, Illustrator)
- Experience working with Raiser’s Edge database a plus
- Ability to meet deadlines and manage competing demands
- Reliable and organized
- Professional demeanor and appearance

Abilities:

- Ability to work accurately, efficiently and independently
- Ability to attend evening events as needed.
- Ability to handle sensitive and confidential information with discretion
- Desire to work in a team-based environment
- Must be able to lift, carry, push, or pull up to 20 pounds, and must be able to sit and stand for prolonged periods of time, stoop, and kneel throughout the day while performing reasonable tasks.
- Must be able to use a keyboard and do manual tasks for prolonged periods of time throughout the workday

Application Process: Email resumes to Brittany M. Johnson at brittanyjohnson@louisiana.edu.