



**Associate Director, Stewardship and Donor Relations
Boston University, Office of Development and Alumni Relations**

Description:

The Associate Director of Stewardship and Donor Relations reports directly to the Director and is responsible for oversight and tracking of new gift/pledge and endowed fund agreements and for management of an expanded centralized fund reporting program serving seventeen schools and colleges. Responsibilities include, but not limited to, confirming acceptance and designation of new gifts/pledges, developing tracking processes for new gifts/pledges/funds, drafting and overseeing approval processes for fund agreements, writing annual donor/fund reports, and, assisting with stewardship events. The position requires frequent contact and collaboration with gift officers, school-based administrators, and University financial and legal offices to ensure accuracy of data and use of gifts/funds according to donor intentions. In addition, the Associate Director acts as a liaison between donors and/or their families and the University, initiating contact or providing following up as determined with the assigned gift officer and/or by the stewardship plan.

The Associate Director is an integral member of the development team and assists the fund-raising efforts by providing a high level of stewardship/donor relations activity for donors. The position requires an ability to communicate effectively both in written and oral form, to problem-solve in a timely fashion, and to be sensitive to the needs of a wide range of internal and external constituencies. The Associate Director supervises an Assistant Director.

Requirements: Bachelor's degree or equivalent required. Master's degree preferred. Five to seven years of related experience in Stewardship, Donor Relations and/or Development. Strong writing skills, event experience and previous management experience. Familiarity /proficiency with gift databases, Filemaker Pro and Microsoft applications a plus.

To apply: Submit resume, cover letter and references online at bu.edu/to Maureen Donnelly, Director of Stewardship and Donor Relations, mdonnell@bu.edu