

Development Officer for Stewardship
Brigham and Women's Hospital, Boston, MA
<http://www.brighamandwomens.org/>

Reports to: Director of Stewardship

General Summary:

The Stewardship Officer will be responsible for the design and implementation of the BWH Development Office Stewardship Program under the direction of the Director of Stewardship. Responsibilities include management of the endowed funds program including the dissemination of market value reports, assisting with stewardship report research and writing and other donor relations responsibilities. One major component of this job is to record, manage and coordinate donor recognition signage for the Hospital's many facilities, which requires close interaction with BWH Facilities, the designers and sign vendors.

Principal Duties and Responsibilities

- Under the direction of the director, assist with creating strategic stewardship plans for the Hospital's principal and major donors to enable the major gift staff to enhance and increase their contact with donors.
- To assist in the research and writing of stewardship reports that give an account of how the donor's funds were used and who they benefited.
- To draft impact statements and endowment fund reports informing donors of the use of their donations and the value and growth of their endowments.
- Form and cultivate strong relationships with the Hospital's administrators, leading physicians and their assistants.
- To establish and manage endowed funds at the BWH Development Office.
- Create and maintain the Stewardship Intranet page that provides the major gift staff with detailed information about the endowment process including relevant financial data.
- Develop a system that allows tracking of endowment funds and the dissemination of market value reports in donor database.
- Steward endowment and special fund donors by planning special activities, such as donor recognition events, stewardship luncheons and dinners, etc.
- Work with the major gifts staff, finance and Harvard Medical School on establishing and tracking HMS Professorships.
- Provide regular oversight and management of the Hospital's naming opportunities. Update Intranet site and create view books of opportunities as needed.
- Liaison with the BWH Facilities Office and the signage designers to coordinate, track and record donor recognition for existing, renovated and new facilities.
- Draft gift agreements for the Chief Development Officer and establish and maintain guidelines for donor gift agreements.

Qualifications: College degree. Previous development experience preferred. Endowment (named funds) experience a plus.

Skills: Strong written and oral communications skills are essential. Team player wanted who enjoys interacting with a diverse group of internal and external “customers”. Candidate should be able to work well independently and takes initiative. Must be able to juggle multiple assignments, work well under pressure and have keen attention to detail.

To apply Contact:

Brigham and Women’s Hospital

Development Office

116 Huntington Ave., 5th Floor

Boston, MA 02216

Contact: Tina Lang-Stuart, Director of Stewardship

617-424-4330

mlang-stuart@partners.org