

Coordinator of Stewardship and Donor Relations

Empire State College, State University of New York, Saratoga Springs, NY

Empire State College, State University of New York, seeks an experienced professional employee to serve as Coordinator of Stewardship and Donor Relations.

Responsibilities include:

- Create a program that encompasses acknowledgments and communications, publicity about significant gifts, reports to donors on the use of their funds, and donor recognition meetings.
- Write acknowledgments for significant gifts and donor reports.
- Create and maintain a tracking system to ensure timely requests for renewal of annual scholarships and scholarship endowment gifts.
- Work with Student Financial Services to ensure the timely award of all scholarships and the collection of students' notes of appreciation to share with donors.
- Coordinate and attend stewardship and recognition activities around the state, especially facilitating meetings of student scholarship recipients and faculty mentors with donors.
- As time is available, assist the Office of Advancement Services with prospect research.

Empire State College provides a challenging but congenial working environment. The college is flourishing financially, with a current operating budget of approximately \$80 million. Our salaries are competitive with other New York public colleges, and generous benefits augment compensation by a value of approximately 40%.

Empire State College enjoys a distinctive mission (we are "SUNY for adults"), employs a powerful mentoring model as our dominant teaching mode, and is engaged in a number of exciting program initiatives including new degrees in teaching and nursing. The college is the largest provider of distance/online learning within New York State. Our students in 35 locations across New York State increasingly choose a blend of on-site and online learning. The college has approximately 53,000 alumni.

Required qualifications include:

- A bachelor's degree.
- Experience working in a higher education, a nonprofit organization, association or corporate setting.
- Exemplary writing, editing and communications skills. Writing samples required.
- Strong interpersonal and networking skills.
- Excellent organizational skills with good attention to detail.
- Discretion in handling confidential donor information.
- Strong computer skills.

Preferred qualifications are:

- Advanced degree preferred.
- Experience in fundraising.
- Experience in working with information management databases.

The position is based in Saratoga Springs, NY. Travel is required within New York State, as well as infrequent national travel. The salary is anticipated to range from the high 30s to the low 50s (with extensive stewardship experience). Review of resumes begins August 20, 2007. We anticipate a start date of September 11, 2007 (negotiable).

Questions? Contact Raymond Brownell, Assistant Vice President for Development, at 518-587-2100 x2248 or raymond.brownell@esc.edu. Apply online at: <http://www.esc.edu/jobs>