Vacancy Announcement

Stewardship Manager
Institutional Advancement Division

The Advancement Services/Stewardship Coordinator reports to the Senior Director of Alumni Relations and Advancement Services. This position is responsible for managing the Raiser’s Edge program, including constituent record management, gift processing, prospect research, stewardship, donor acknowledgements and varied reports.

Duties and Responsibilities:

- Manage Raiser’s Edge constituent management database to ensure data integrity.
- Ensure timely gift entry and processing and capture biographical and data updates on donor and prospect records.
- Execute donor acknowledgement in a timely manner.
- Develop, generate, and disseminate critical weekly, monthly, quarterly and annual advancement reports to Institutional Advancement team members.
- Develop, compile, and manage lists for direct mail/email campaigns and other institutional needs as they are needed.
- Conducts research, compiles donor profiles, and manages information on individual, corporate and foundation prospects to support the Institutional Advancement staff.
- Provide information to donors regarding their endowed scholarship.
- Other duties assigned by the Senior Director of Alumni Relations and Advancement Services.

Qualifications:

- Bachelor’s degree and related experience in non-profit fundraising.
- Proficiency with Microsoft Word, Excel, and Outlook.
- Proficiency in Blackbaud’s Raiser’s Edge/NXT is desired.
- Excellent verbal, written communication, presentation and interpersonal skills.
- Must be a detail and goal oriented, enthusiastic individual able to exercise independent judgment in completing tasks, prioritizing, and meeting deadlines.
- Demonstrated organizational skills; able to manage multiple projects and move quickly from one to another while maintaining thorough records.

Salary: Commensurate with experience

Applications Deadline:
Review of candidate materials will begin immediately and continue until the position is filled. Applications should include a resume with three references and a cover letter and should be emailed to Resumes@vuu.edu. Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

For more information about Virginia Union University, visit https://www.vuu.edu/about-vuu