

## **OLIVET COLLEGE**

### **DIRECTOR OF STEWARDSHIP AND DONOR ENGAGEMENT**

**Olivet College invites applications for the position of Director of Stewardship and Donor Engagement within the college's Office of Institutional Advancement.**

#### **About Olivet College**

Since Olivet College's inception in 1844, its founders and leaders have believed an education should be available to anyone regardless of gender, race or financial means. The basis of Olivet's guiding principle was established by the founders when they wrote, "We wish simply to do good to our students, by placing in their hands the means of intellectual, moral and spiritual improvement, and to teach them the divine art and science of doing good to others."

In January 2012 Olivet launched its current strategic plan, Charting the Course for 2020 and Beyond, providing an inspirational vision and guide for its future while maintaining strong roots to its heritage. To support the full implementation of the 2020 Strategic Plan Olivet has recently initiated a \$42 million comprehensive campaign, the largest undertaking in the college's history. The creation of a stewardship and donor services position is a key step to ensure the college's ultimate success. The Director of Stewardship and Donor Engagement will play a key role throughout the campaign and beyond and will have an opportunity for great success and significant personal growth and development.

Olivet College is located in south central Michigan in the town of Olivet. Olivet is a close-knit, rural community offering quiet streets and natural surroundings, yet is not more than 30 minutes from the larger cities of Lansing and Battle Creek. Both are small enough to be friendly and large enough to boast many of the big city amenities. The region offers numerous high quality school districts and an affordable and stable cost of living. The greater region offers an abundance of beaches along one the most beautiful lakes in the world (Lake Michigan), state campgrounds and wooded adventures, and art and cultural opportunities ranging from outdoor sculpture to opera, all within easy driving distance.

#### **Function:**

The Director of Stewardship & Donor Engagement is responsible for designing, implementing and coordinating an institution-wide, comprehensive stewardship program that appropriately and consistently promotes interaction with and recognition of donors at all levels. This self-motivated and solution-oriented individual will serve as the lead advancement staff member working to ensure that both the donor's intent and the college's needs are respected, and to sustain positive and mutually-rewarding relations between the college and its donors.

This position reports to the Director of Annual Giving & Advancement Services, but will work closely with the rest of the advancement staff as well as the President's Office.

#### **Responsibilities:**

- Develops and implements an overall stewardship and donor relations plan to include major gifts, annual giving, and alumni engagement.
- Establishes and manages information tracking and reporting processes regarding acknowledgement, recognition, on-going communications and continued cultivation of past and current donors to enhance their relationship with the college and increase the likelihood of continued contributions.

- Designs and implements a systemic donor engagement program that encompasses donor events, endowed status reports, and recognition of donors of all levels.
- Utilizes direct mail, digital media, groundbreaking and ribbon cutting ceremonies, donor plaques, scholarship luncheons and other donor events, and the President's Honor Roll/Annual Report to engage donors and the campus community in stewardship.
- Provides thorough, accurate and timely responses to all donor requests for information; demonstrates exemplary customer service in all exchanges.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree and minimum of two years experience, preferably in higher education, in development stewardship, advancement services or related field required.
- Previous experience interacting with donors or other high net worth individuals is required. Event planning experience and experience with a complex donor database preferred.
- Ability to communicate effectively both verbally and in writing. Writing samples required.
- Appreciation and enthusiasm for small, liberal arts colleges.
- Good interpersonal skills and ability to appropriately manage sensitive and confidential information.
- Creativity, energy and the ability to take initiative.
- Proficiency in prioritizing and managing multiple, diverse on-going projects.

**Working Conditions:**

Work is normally performed in an office environment during normal business hours, but will require some travel, evening and weekend work, as well as light lifting.

**Hazards:**

Mainly those present in a normal office setting; no known hazards.

**Compensation:**

Olivet College is a professional liberal arts college offering employees career opportunities built around growth and development, team spirit, work/life balance, competitive salaries and a comprehensive benefits package. An attractive and competitive salary/benefits package commensurate with experience will be offered to the right candidate.

We encourage you to forward the announcement of this career opportunity to others who may be interested.

Applications will be accepted until the position is filled, but to guarantee full consideration please apply before Friday, November 11, 2016. Electronic submissions are encouraged and are requested in pdf format. To apply, submit a letter of application, resume, and names and contact information for three references to

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