Development Associate/Stewardship Coordinator

Definition of Class
Incumbent is responsible for assisting the Director and monitoring the endowment accounts which earn departmental and scholarship support for the University. The incumbent also coordinates a stewardship plan for all fundraising groups and exercises discretion and independent judgment.

Examples of Work Performed
Prepares appropriate documents establishing new endowment accounts. Maintains current list of endowment donors and prepares an annual endowment report for those donors.

Monitors scholarship accounts and provides account information to Financial Aid and to donors requesting scholarship information. Provide schools and departments with scholarship account information (e.g. annual reports of availability of scholarship funds).

Works with scholarship recipients in their stewardship responsibilities to donors. Monitors student correspondence to donors, encourage student attendance at events honoring endowment donors.

Assists clerical staff with acknowledgment letters for Chancellor’s office. Proofs, reviews for appropriateness, and writes letters when necessary.

Maintains and monitors stewardship tracking system. Reviews pledges and contributions to determine recognition level.

Works with advancement team members to initiate stewardship activities. Reviews tracking system to verify appropriate actions have been taken. Assists with stewardship activities when appropriate.

Serves at the Foundation board meetings at the direction of the President of the Foundation and Director of Development Services.

Supervises clerical staff.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages and monitors endowment and scholarship accounts.
2. Maintains stewardship tracking system and assists with stewardship activities when appropriate.
3. Supervises the writing of Chancellor’s acknowledgment letters.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute
related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** There are no physical demands in this position.

- **Vision:** Requirements of this job include close vision.

- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.

- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree from an accredited four-year college or university in Business Administration, Management or a related field.

- **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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