

Job Description

Job Title:	Director of Advancement Communications & Stewardship		
Department:	Alumni Relations & Communications	Job Type:	Full-Time
Location:	Vermillion or Sioux Falls	Pay Type:	Salary – Exempt
Reports to:	Vice President of Alumni Relations & Communications	Travel:	0%

Mission

Inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability.

Vision

Life-long engagement of alumni to advance the University of South Dakota.

Values

- Y Humility:** not thinking less of yourself but thinking of yourself less.
- O Collaboration:** to be cooperative and work well with others.
- T Innovation:** combining creativity and risk-taking to develop something new and different.
- E Respect:** believing other people, no matter how different from you, are worthy of your consideration and trust.
- S Service:** a focus on enriching the lives of others.

Position Summary

As a member of the Alumni Relations & Communications team, this position will be responsible for the oversight and management of the strategy, development, and direction of advancement communications. This position will play a vital role in building, implementing, and stewardship programs that recognize, inform and engage donors through strategic communications, reporting, and outreach activities. This position will work independently, under the direction of the Vice President of Alumni Relations and Communications, in collaboration with University marketing to provide high-level

project management, as well as analytical and technical expertise to support and advance the goals of the organization and the University it serves.

Essential Duties and Responsibilities

- In close partnership with university marketing, oversee the production of advancement marketing and communications materials that align with campaign objectives and advance constituent relationships and gift conversations.
- Champion and contribute to a shared annual communication and engagement plan, raising awareness and reputation through key messaging and storytelling.
- Collaborate with development and engagement teams to create content and provide writing and editorial assistance.
- Provide consistent and excellent customer service to internal and external partners that support individualized donor communication and relationship activities.
- Conceptualize, create, develop and write proposals and numerous other communication projects to support donor cultivation, engagement, and stewardship.
- Develop and execute donor recognition programs and events, including impact reports, endowment reports, and special communications (anniversary, first-time donor, holiday, etc.)
- Create and maintain processes with key partners to drive donor stewardship interactions, including preparing stewardship materials, answering questions on stewardship processes, and data reports as needed.
- Facilitate positive and productive engagement of the University's constituents in partnership with the alumni relations and communications team, development staff, and campus partners.
- Eligible for remote or hybrid office arrangement
- Other duties as assigned.

Required Skills and Abilities

- Excellent written, and verbal communication skills, and active listening skills with strong attention to detail.
- Excellent organizational and interpersonal skills, including the ability to manage multiple projects, meet deadlines and work in a fast-paced environment.
- Strong strategic thinking with the ability to plan, execute, and follow through.
- Proficient in Microsoft Office Suite or similar software.

Minimum Qualifications

- Bachelor's degree in Communications, Marketing, Business Administration, or other related field and or experience required. Master's degree preferred.
- 3-5 years of combined communications, marketing, or business development, experience. Experience in higher education fundraising is preferred.
- Valid driver's license and safe driving record.

Physical Requirements

Position requires sitting, standing bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. A normal range of hearing and vision is required.

Employee Statement of Understanding

The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodate individuals with disabilities. Regular attendance is a requirement of this position. This position is strictly at-will, meaning the University of South Dakota Foundation expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay, or other terms or conditions of employment. The University of South Dakota Foundation is an Equal Opportunity Employee.