



Coordinator, Stewardship and Fund Management

Job Title: Donor Relations Coordinator 1	Position Title: Coordinator, Stewardship and Fund Management
Reports to: Director, Donor Relations and Executive Boards	% Effort or Wkly Hrs: 40

Position Overview:

Reporting to the Director, Donor Relations and Executive Boards, the Coordinator, Stewardship and Fund Management is responsible for contributing to a comprehensive stewardship strategy for donors to MIT Sloan through the oversight of and reporting on donor funds. The Coordinator will manage the process for tracking donor funds from creation to pledge fulfillment, and will assist in guiding the use of those funds according to donor preferences. The Coordinator will also assist in developing meaningful stewardship reporting for donors using this data.

Principal Duties and Responsibilities (Essential Functions):**

Oversees donor fund utilization by MIT Sloan faculty and administrators across the school:

- In partnership with the Strategic Initiatives team and MIT Sloan Finance, ensures that beneficiaries of MIT Sloan donor funds are being spent and for the right purpose
- Assists school administrators in determining the correct uses for donor funds when necessary
- Participates in regular budget discussions with faculty/initiatives to develop plans for spending donor funds

Prepares data and develops reports for donor stewardship:

- Creates materials with financial information pertaining to funds to be included in stewardship reports for donors
- Manages MIT Sloan’s endowment reporting to donors, ensuring that any special information such as challenges, etc is clearly integrated into donor reports.

Manages Pledge Fulfillment Communications and Process:

- Monitors and report on all major gift pledges to MIT Sloan
- In consultation with prospect managers, communicates with donors regarding pledge fulfillment with the aim of pledges being paid in full and on time
- Notifies and works with faculty/initiatives regarding issues with fulfillment and when funds reach a usable level

Maintains fund related data in appropriate databases:

- Maintains the MIT Sloan Fellowship database
- Determines and inputs appropriate stewardship details for funds as they are created.
- Updates stewardees as new gifts are made to existing funds
- Owns the execution and analysis of annual MIT Sloan Fund audit



- Performs quarterly reconciliation with MIT Sloan Finance of fellowship match receipts

Other duties as needed or required

Supervision Received:

The Coordinator will report to the Director, Donor Relations and Executive Boards.

Supervision Exercised:

none

Qualifications & Skills:

- Education: Bachelor's degree required
- A minimum of 3 years of experience in development and/or finance
- Exceptional data management skills
- Strong communication skills, both oral and written
- Strong project management skills; ability to prioritize and manage multiple tasks effectively
- Effective interpersonal skills; ability to work independently and to lead members of a team
- Dedicated to providing top-notch customer service
- Thrives working in a fast paced environment
- Attention to detail
- Deals with confidential information and/or issues using discretion and judgment.

Preferred:

- Experience working in higher education/donor relations or similar organizations
- Knowledge of endowment operations and university finances
- Knowledge of fundraising databases such as Advance is highly desirable

Deals with confidential information and/or issues using discretion and judgment.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.