

Buckingham Browne & Nichols

Title: Stewardship Coordinator

Campus and Department: All-School, Office of External Affairs

Reporting to: Director of Capital Programs and Campaign Operations

FLSA Status: Non-Exempt, part-time

Date of last revision:

Job Summary

The Stewardship Coordinator first and foremost serves as a member of the Office of External Affairs for the overall purpose of cultivation, solicitation and recognition of Buckingham Browne & Nichols School's various constituencies. The role of the Stewardship Coordinator is to provide information, support, and services to advance the fundraising and community support building mission of the Development, Alumni/ae, and Communications Offices.

Specific Responsibilities Include:

- Manage the establishment of endowed funds with the Business Office, administrator/faculty users, major gifts officers, Director of Development, and/or Asst. Head for External Affairs.
- Work with appropriate academic and administrative department heads in the preparations of Deeds of Gifts and statements of understanding for new endowment funds.
- Coordinate with Campus Heads, Dept. Chairs, other faculty members and financial aid student recipients to have stewardship letters written or information supplied.
- Track and report on the use of endowed and current use department funds, including designated or restricted gifts, and Prizes.
- Liaise with Business Office to obtain financial reports and allocation of expense information necessary to perform stewardship duties.
- Write bi-annual or annual stewardship letters to donors of Annual Fund restricted gifts, Endowed Fund gifts and Named Fund supporters (purposes include faculty chairs and instructorships, financial aid, faculty professional development, academic programs, faculty compensation, sport programs, arts, etc.)
- Draft stewardship letters and materials for department signature as needed.
- Respond to individual requests for information about the endowment in general and about specific funds.
- Oversee and coordinate the establishment and purpose of memorial gifts.

- Save and/or scan and attach all stewardship letters to constituent records in database.
- Prepare and maintain endowed fund list for Annual Report of Gifts.
- Develop guidelines and plans for recognition above and beyond acknowledgement letters, including creating and updating plaques, photographs, and other donor markers.
- Participate in planning stewardship events both on and off campus.
- Perform other duties as assigned.

Other Duties:

- Stay current on peer school practices and present information to staff when changes can be made to improve our systems
- Participate in All-School and Office of External Affairs events and functions as needed

Skills and Competencies:

- Bachelor's degree
- Experience in development or fundraising
- Prior stewardship experience required
- Proficiency in Microsoft Word
- Attention to detail and strong interpersonal, writing, communication, training, and organizational skills required, as is the ability to work effectively in a team

Context

BB&N, a coeducational day school in Cambridge, MA, was established in 1974 by the merger of two independent schools, the Buckingham School and the Browne & Nichols School, founded respectively in 1889 and 1883. Located on three separate campuses, we work as one School in pursuit of excellence. We celebrate the diversity of our community which enriches our daily experience. At BB&N, we foster intellectual curiosity, critical thinking, and a deep concern and respect for others.

Constituents Served

- Office of External Affairs
- Donors
- Students
- Parents
- Faculty
- Alumni/ae
- Employees

- Trustees
- Other independent schools
- Professional organizations
- Vendors
- Consultants
- Community

Performance Expectations

Effective Office of External Affairs Operations

- Thorough and timely response to collegial, other School personnel, constituent and trustee requests
- Ability to balance and prioritize multiple tasks
- Maintain accurate and complete records that adhere to internal and any relevant external policies and procedures
- Support in strengthening relationships with peer schools, consultants, etc. as needed
- Attendance at professional meetings as appropriate
- Contribution to the team effort, including assistance with other duties and functions as may be required
- Assist in development of collaborative tools to enhance knowledge transfer among constituents and staff, including the Head of School.

Effective Administrative Operations

- Accurate and efficient data entry
- Thorough and thoughtful research of name, address, occupation, and other demographic information
- Courteous, accurate, and prompt gift processing including reconciliation with the Business Office
- Prompt and courteous answers to phone calls and emails
- Knowledge of school and where to go for information
 - keep supervisor informed of developing problems/issues
 - maintain awareness of school events, committee meetings, and major projects and field questions regarding same
 - respond to needs, concerns, and questions of people or supervisor
- Compliance with all relevant School record keeping requirements

Participation in School Life

- When appropriate, participate in support of School events on and off campus as requested

Promotion of BB&N

- Positive expression in support of the Office of External Affairs, and this institution by all who are in contact with the Department
- Treat those who deal with the Office of External Affairs with respect to feel as if they are important
- Project a sense of calm, efficiency, and competence within the office

Confidentiality

- Information dealt with in strictest of confidence and discretion
- Use appropriate and discrete channels of communication as necessary

Collegiality

- Cooperative working relationships with colleagues
- Contribution to the overall effectiveness of the school by willingness to provide assistance to colleagues as appropriate

Other Skills and Competencies

- Very high level of accuracy with writing, grammar, and proofreading
- Very high level of accuracy and thoroughness with regard to data entry
- Highly organized with multi-tasking capability to manage multiple projects to deadline
- Calm and helpful manner with all constituencies, including office staff and school faculty of all levels
- Personable, friendly and good humored
- Excellent memory and eye for details
- Working familiarity with office equipment/systems
- Ability to support the Operations Manager and the OEA in general
- Self-starter, highly energetic
- Ability to cope with fast moving environment and busy supervisor
- Respect for and understanding of professional boundaries in regard to the handling of privileged information. Respect for and use of appropriate information channels
- Discretion and tact
- Effective research techniques
- Loyalty to institution
- Present a professional image
- Problem resolution, willingness to find new solutions and share ideas in a constructive way
- Contribute positively to the overall morale of people within the institution
- Ability to work a flexible schedule, including occasional evenings and weekends

ADA requirements:

- Able to sit and move about the office
- Able to speak and use the telephone
- Able to speak, read, write, and understand English
- Able to work occasional evenings and weekends
- Able to use a computer

Buckingham Browne & Nichols School does not discriminate on the basis of race, color, religion, creed, age, gender, national origin or ancestry, veteran's status, sexual orientation, or any non-job related physical or mental disability. We welcome candidates who will increase our diversity; we encourage candidates of color to apply.