

Position Description  
Office of External Affairs and Development  
Director of Donor Relations

**Summary**

The Director of Donor Relations (DDR) is the member of the Office of External Affairs and Development [OEAD] management team and is responsible for cultivation and stewardship programs in support of the fund raising goals established by the Institution. The Director of Donor Relations assures that the OEAD and pan-institutional fund raising efforts follow excellent management practices in stewarding donors and gifts made to the Institution.

The Director of Donor Relations reports to the Director of Institutional Advancement and manages board staffing and relations, cultivation programs, volunteer relations and engagement, and donor stewardship.

**Major Duties**

The Director of Donor Relations:

- Provides administrative and programmatic leadership to the Board and Special Projects.
- Leads the staffing of the Board and supports the directors within OEAD offices in this effort.
- Serves as senior liaison with the board and administers the efforts of the board and its committees.
- Defines best practices for the engagement and management of boards and communicating these practices to the development community.
- Works with units and development staff on Special Projects to identify and engage volunteers with outstanding leadership interests and capabilities.
- Provides leadership in the creation, plan and execution of cultivation and stewardship programs to extend the reach of the institution beyond its business units, programs and research centers.
- Collaborates with the business units to produce strategic outreach efforts that support cultivation and solicitation plans associated with strategic initiatives and develops stewardship plans to engage donors.
- Serves as liaison to the Office of Special Events and unit special events offices.
- Provides staffing to the Chancellor and other institution Senior Staff as required.
- Is responsible for the management and administration of the OEAD Donor Relations function, its resources, and its financial stability.

**Required skills and abilities:**

- Demonstrated success in staffing major advisory boards with emphasis on development within a major museum, university, or cultural institution.
- Experience in program development, communications, marketing and public relations  
Demonstrated success in recruiting, training, and managing staff.
- Experience with annual board solicitation programs.
- Strong interpersonal skills, especially the ability to work effectively within a complex organization.
- Evidence of being self-starting, entrepreneurial and creative in formulating and executing ideas, opportunities and strategies for Development activities.
- Ability to work in team projects with a diverse constituency of staff and donors.
- Ability to communicate clearly and persuasively in writing and orally.