



Position Description – Director, Stewardship Communications

The University of Notre Dame is seeking a Director of Stewardship Communications to serve on the Stewardship & Donor Relations team. The Department of Development is charged with unlocking the grace of giving for alumni, parents, and friends to advance the sacred mission of Notre Dame. The Stewardship & Donor Relations unit, within Development, partners closely with fundraisers to steward and cultivate donors to increase philanthropy. Stewardship at Notre Dame consists of programmatic acknowledgments, annual reporting, impact communications, stewardship events, and public and private recognition. It also includes strategic and personalized stewardship efforts for those donors who have demonstrated the highest giving levels and capacity. The Stewardship Communications team is responsible for the acknowledgments from the University President and Vice President for University Relations. The team partners with the Office of Gift Planning to steward benefactors who have included Notre Dame in their estate plans and/or who have utilized one of numerous planned giving vehicles. The director serves as the lead stewardship partner to both Corporate and Foundation Relations colleagues and entities. The director also takes responsibility for the management of all donor communications, including financial aid and Badin Guild stewardship, ensuring best practices and University brand standards are followed.

Key Responsibilities & Deliverables:

- Lead the acknowledgement process, including the editing of all letters, for the University President and Vice President for University Relations and the partnership with these offices
- Lead the construction, University branding, and design of donor impact communications (printed and e-communications), comprehensive giving reports, stewardship videos, as well as quotes and event remarks for University leadership.
- Serve as the stewardship partner for the Corporate Relations and Foundation Relations teams within the Development Department, which includes managing personalized stewardship plans for all appropriate principal level corporation and foundation entities.
- Champion the Badin Guild, for donors who have made gifts through their estates or other planned giving vehicle.
- Lead, coach, mentor, and manage team of three colleagues.

Qualifications:

- Master's Degree
- 5 to 6 years relevant experience
- Excellent computer skills, including proficiency with Microsoft Office technology (including Word, Excel, Outlook, and PowerPoint).
- Proficiency in InDesign, Adobe Acrobat Pro, ThankView, Adobe Spark, and Adobe Premiere Rush, among platforms, required or learned.

How to Apply:

Please submit a cover letter, writing sample, and resume to Katherine Lane, Senior Director, Stewardship & Donor Relations, at Katherine.Lane@nd.edu with the following subject line: Director, Stewardship Communications. Candidates should communicate why they are a good mission fit for Notre Dame and salary expectations in their cover letter.

Successful candidates will be asked to apply through jobs@nd.edu and selected for phone and likely in-person interviews as they proceed through the recruitment process.

All inquiries will be held in confidence.

The University of Notre Dame is an equal opportunity employer committed to diversity and inclusion.