The Opportunity

Brandeis University – a distinguished private research university recognized for its academic excellence and leading-edge research – has an exciting opportunity for an **Associate Director, Donor Recognition and Engagement Programs**.

Located in the suburbs of Boston, a global hub for higher education and innovation, Brandeis is dedicated to first-rate undergraduate education while making groundbreaking discoveries. Established as a nonsectarian university in 1948 by members of the American Jewish community, our visionary founders shared a commitment to social justice and to making the world a better place.

Our founders’ pioneering spirit and intellectual pursuits continue today at Brandeis – from helping to solve a national public health crisis through work at its newly established Opioid Policy Research Collaborative, to the biological discoveries that last year earned two faculty members a Nobel Prize in Physiology or Medicine. We aspire to further such important endeavors and are looking to grow our team with individuals who share our passion and commitment. In preparation for its next ambitious campaign, Institutional Advancement (IA) seeks to strengthen the bonds with the University’s many constituencies. By working together, we will secure the financial resources necessary to continue the legacy of excellence in teaching, research, and scholarship at Brandeis.

Position Summary

The **Associate Director of Donor Recognition & Engagement Programs** is an integral member of the Donor Relations Office and is responsible for planning, implementing and promoting a University-wide culture of gratitude. Through the strategic, thoughtful and comprehensive development and management of donor recognition societies, donor honor rolls and annual reports, outreach activities and donor events, the Associate Director builds programs that promote donor participation, loyalty and lifetime engagement. He/she will serve as a project manager and event producer for on and off campus events that support donor stewardship and constituent engagement objectives of Brandeis. He/she may also write donor correspondence, stewardship letters, remarks for events, and manage a small portfolio of stewarded funds where highly personalized annual reports are required. Direct, train and supervise department coordinator(s), student workers, temporary staff, volunteers, etc. who are hired or recruited to support the activities of the donor recognition and engagement programs.

Primary Responsibilities and Essential Activities

- Develop specific strategies to increase donor retention, upgrades and acquisitions through creative and meaningful donor recognition programs and initiatives. Create new and support existing donor
Sr. Donor Relations Officer

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Brandeis University | Institutional Advancement
Waltham, Massachusetts – Position last updated 4/30/2019

recognition societies for all levels of the giving spectrum, including annual and planned giving societies as well as for special initiatives and campaigns. Create a system for identifying and managing available facilities and named space opportunities across the University. Oversee the creation and installation of donor recognition pieces, including plaques and donor walls.

- Plan, design and oversee donor celebrations and events, such as those associated with endowed funds (scholarships, professorships, etc.), groundbreaking ceremonies and building dedications, high-impact campaign and campus stewardship events, special donor receptions, etc. Coordinate with University Special Events and Facilities, as well as with external venues and vendors to procure space, catering and other services. Facilitate opportunities for endowed fund recipients and donor interactions, making introductions, scheduling campus visits, etc. Assist with the planning for regional fundraising and campaign roll-out and celebration events designed to increase attendance, pride, engagement and philanthropy among Brandeis constituents.

- Serve as a liaison to schools, centers, institutes and departments to help them develop meaningful donor stewardship touchpoints that are in line with industry standards and IA best practices. Advise schools, centers and departments on how to leverage donor recognition and stewardship as an engagement tool that encourages and generates repeat giving. Maintain a strong working knowledge of major donors to the University and assist with donor stewardship reports and acknowledgement processes, as needed, or other projects as determined by the Executive Director of Donor Relations.

- Develop and administer donor satisfaction surveys, generate data analysis and reports that synthesize findings and inform the strategic and future direction of donor relations and recognition programs. Prepare post-event analysis, including summary of survey results, attendee stats, ROI and budget expenditures.

- Oversee the creation of constituent engagement and donor recognition invitation lists, providing strategic direction on constituent segmentation and invite criteria; generating final lists for review by senior leadership; coordinating with colleagues and departments on communications, creating invitations, registration and RSVP processes, tracking attendance, etc. Become an expert at managing event details, pulling reports and analyzing data in the Events Module of the Millennium database and serve as a resource to Advancement colleagues on established event tracking procedures.

Qualifications

- Bachelor’s Degree Required.
- At least 5 years professional experience with 3+ years within a nonprofit fundraising organization, donor relations and/or event management.
- Strong written and verbal communication skills.
- Experience working with databases, technical literacy and comfort in understanding and manipulating complex data.
- Excellent organizational skills with high attention to detail and follow-up.
- The ability to work collaboratively with a diverse community of internal and external constituents.

Commitment to Diversity, Equity, and Inclusion
Founded as a model of ethnic and religious pluralism, Brandeis University welcomes students, faculty, and staff of every nationality, religion, and orientation. Social justice is central to the mission of Brandeis, which endeavors to foster a just and inclusive campus culture that embraces the diversity of our larger society. Brandeis embodies the American heritage of cultural diversity, equal access to opportunity and freedom of expression. Learn more at: [http://www.brandeis.edu/about/mission.html](http://www.brandeis.edu/about/mission.html)

Brandeis University is an affirmative action/equal opportunity employer. It is the policy of Brandeis University not to discriminate against any person on account of race, color, ancestry, religious creed, gender, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, veteran status, or any other category protected by federal or state law. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Vice President of Human Resources, Bernstein-Marcus building, 781-736-4464.

**Submit Your Candidacy**

We welcome your nominations, inquiries and expressions of interest in this position, which may be directed informally via email or telephone to Advancement administration contacts:

**Ania Morris**  
Assistant Director, Advancement Talent Management & Administration  
781-736-4004 | armorris@brandeis.edu

**Elizabeth Crabtree**  
Vice President, Advancement Administration & Operations  
781-736-4034 | ecrabtree@brandeis.edu

To apply, please visit our career website and submit your cover letter and resume via the Brandeis University Human Resources online portal at [https://careers.brandeis.edu/staffjobs/](https://careers.brandeis.edu/staffjobs/)

*Please note that you must upload your cover letter and resume as one combined file.*

The material presented in this position summary is for informational purposes only. Candidates offered a position at Brandeis University may be subject to an employment reference check and additional background screening satisfactory to Brandeis. This screening may include a criminal background check, drug testing, and motor vehicle records check.