MADEIRA

Donor Relations and Stewardship Coordinator

Madeira is seeking a Donor Relations and Stewardship Coordinator who is a member of the Advancement Office. Reporting to the Chief Advancement Officer, the Donor Relations and Stewardship Coordinator plays a key role in advancing Madeira's philanthropic goals. This position works independently and collaborates extensively with colleagues within the Advancement Office and throughout Madeira.

Madeira is an all-girls boarding and day school with more than a century of delivering on its mission of Launching Women Who Change the World. Located just outside of Washington, DC on the banks of the Potomac River in McLean, VA, Madeira enrolls 340 students in grades 9-12.

Responsibilities include:

- Collaborating with Major Gifts, Planned Giving, and Annual Giving teams to develop and implement stewardship strategies that strengthen long-term relationships with donors at various recognition levels.
- Ensuring that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented, implemented, and included in the moves management in our database
- Drafting personal acknowledgment and stewardship letters for signature by key staff, board members, and key volunteers
- Collaborating with fundraising staff to develop acknowledgment and recognition procedures for major and leadership gifts that are consistent across audiences
- Developing and executing annual cycle for communicating with beneficiaries of, and reporting on endowed funds, and with the design and implementation of customized plans for reporting to donors who have made significant current restricted gifts and/or contributed to facility renovation and construction projects.
- Stewarding donors connected to these named endowment funds, including the gathering of student scholarship information and endowment values, and the incorporation of this information into regular donor correspondence/impact reports.
- Tracking and writing stewardship reports for donors and foundations who require scheduled reporting.
- Writing persuasive grant proposals and foundation applications for The Madeira School in support of restricted gifts and annual fund support. Assisting with the creation of annual giving appeals and materials.

- Managing ongoing stewardship of donors and families connected to student awards, including invitations to yearly awards ceremonies and follow-up correspondence including information about award recipients
- Designing and producing personalized gifts for donors and volunteers.
- Managing the installation and subsequent tracking of named spaces and plaques.
- Collaborating with the Advancement team by providing data for developing long-term strategies for prospect identification and development.
- Serving as a creative resource in identifying and developing new methods of donor stewardship, i.e. donor features on our web pages, social media.
- Identifying best practices at other organizations for stewardship planning and operation
- Creating targeted strategies and events to cultivate potential donors, leveraging the entire Madeira community (students, faculty, staff, volunteers, etc.) (Serve as coordinator of our events and coordinate with vendors, prepare briefings, and nametags, etc.)
- Some evening and weekend work is required.

Requirements:

- A bachelor's degree or higher is required.
- A minimum of 1-2 years work experience in relevant fields.
- Ability to effectively interact with a variety of constituents, volunteers and co-workers in all areas of the school.
- Working knowledge of fundraising software (preferably The Raiser's Edge) preferred
- Must have excellent written and communication skills.
- Must be able to multitask, work in a fast-paced office and work with multiple priorities and deadlines with accuracy.
- Professionalism, discretion, and the ability to deal with confidential information are vital in this role.
- Commitment to advancing diversity, equity and inclusion in all aspects of School life.

To apply, please send your resume and letter of interest to hr@madeira.org.