



ZETA BETA TAU FOUNDATION JOB POSTING:

CULTIVATION AND STEWARDSHIP MANAGER

ABOUT THIS JOB

The Cultivation and Stewardship Manager serves as the day to day manager of the Zeta Beta Tau Foundation's donor cultivation and stewardship efforts as directed by Foundation policies and plans.

The Cultivation and Stewardship Manager facilitates measurable actions leading to the development of stronger lifetime bonds and new connections with Zeta Beta Tau and its brotherhood. The Cultivation and Stewardship Manager has the primary responsibility for managing cultivation events (i.e. class/chapter reunions, industry events and other special events) for the purpose of growing support for the Foundation.

In collaboration with other members of the Foundation staff and in support of both the Foundation's Development and Communications plans, the Cultivation and Stewardship Manager implements and manages a comprehensive stewardship program that illustrates to donors the impact of their giving. This position plays a key role in a growing portfolio of donor recognition.

ABOUT YOU

- You are a team player who can communicate effectively with donors, donor prospects, board members and other key stakeholders.
- You are constantly learning about best practices in cultivation, stewardship and engagement and can brainstorm new ideas to increase affinity and gift opportunities to the Foundation
- You are a planner who can navigate the Foundation's database to execute cultivation, stewardship and engagement activities, which may require national travel.
- You are computer savvy and know how to run reports and develop and maintain computer records and files to provide an ongoing, historical reference of cultivation, stewardship and engagement activities.



SYSTEMS

- Knowledgeable of donor database
- Knowledgeable of development gift processes and vehicles



STEWARDSHIP

- Implement strategic plan for stewardship and donor relations
- Provide coordination and management of donor recognition and special events
- Maintain and update donor database to track stewardship activities



CULTIVATION

- Manage Foundation's cultivation activities
- Build relationships with donors and donor prospects
- Prepare recommendations for cultivation budget needs and work within approved budget
- Update donor database to track activities, impact and development

ABOUT ZETA BETA TAU FOUNDATION

The Zeta Beta Tau Foundation is a nonprofit corporation exclusively committed to educational and charitable purposes that assist the brothers of Zeta Beta Tau Fraternity.

We are a small, but effective team of professionals committed to providing resources to ensure the educational and leadership programs and opportunities are available to the brothers of ZBT.

We are fueled and guided by the core principals of the Fraternity and believe in ZBT's mission to prepare men for positions of leadership and service in their communities.