



STATE UNIVERSITY OF NEW YORK
COLLEGE OF OPTOMETRY®

Position Title: **Development Officer for Strategic Engagement and Stewardship**

Hours: M-F 9:00 am – 5:00 pm, occasional evening and weekend

Salary: \$57,000 - \$65,000

Overview:

The Development Officer for Strategic Engagement and Stewardship within the Office of Institutional Advancement is responsible for advancing the goals and objectives of SUNY College of Optometry and the Office of Institutional Advancement through assisting in the day-to-day operations of the department, building collaborative relationships, executing policies and procedures, and implementing key stewardship and engagement activities. This position works closely with the Vice President for Institutional Advancement and actively collaborates with other colleagues to initiate and accomplish tasks.

Duties:

- Administer everyday operations for the Institutional Advancement office to advance fundraising goals and objectives working closely with team members especially the Vice President for Institutional Advancement.
- Build collaborative relationships with internal and external constituents including volunteers to drive progress on institutional and departmental goals.
- Implement communications, marketing, engagement strategies, and departmental initiatives monitoring progress toward timely completion and volunteer engagement.
- Execute processes and procedures to ensure data collection and tracking to support metric driven decisions.
- Create and document programs to enhance and strengthen relationships with a variety of high-level constituents including board members, donors, foundation representatives, corporate sponsors, community members, and alumni.
- Oversee gift acknowledgement process in consultation with the Vice President, Assistant Director of Development, and other team members to ensure proper recognition and adherence to best practices.
- Prepare and monitor stewardship and event activities including providing regular reports, ensuring scheduling, and working with vendors
- Ensure on time processing and tracking of invoices and expenses against annual budget.
- Other duties as assigned.

Skills:

- College degree
- Professional presence with team-oriented attitude
- Strong written and verbal communications skills
- Ability to manage and navigate multiple assignments independently
- Proficient use of Microsoft 365, Word, Powerpoint, Excel
- Project management and problem solving with efficient use of resources
- Preferred knowledge of Raiser's Edge or other similar CRM
- Willingness to learn and develop professionally

To apply visit: <https://sunyopt.peopleadmin.com/postings/search>