



Stewardship and Engagement Coordinator

About SUNY Maritime College:

SUNY Maritime College located on a 55-acre scenic waterfront property on the outskirts of New York City on the Throggs Neck peninsula where the East River meets Long Island Sound. The campus blends the best of two worlds: a comfortable college-town feel with the greatest city in the world. An impressive view of the sound extends toward the North Atlantic, yet only a few miles away are Yankee Stadium and midtown Manhattan. SUNY Maritime offers an array of employment opportunities stemming from entry level to professional positions which encourage growth and development among its employees.

Job Description:

Position Summary:

The Stewardship and Engagement Coordinator serves as an integral part of the College's Advancement team, providing coordination and execution in support of the fundraising efforts. This work falls predominately into three areas: donor stewardship reports and events; writing advancement communication pieces to highlight donor stories and gift opportunities; the organization of larger College and Foundation events (e.g. Admiral's Dinner, Admiral's Council events, Homecoming) and coordination of Alumni Association participation in campus programming.

The Coordinator will report to the Director of Annual Giving, but will also work closely with the College's Senior Director of Donor Relations.

Areas of Responsibilities:

Donor Stewardship

In support of the Executive Director of Donor Relations, the Coordinator will:

- Manage the collection of information for students receiving named scholarships to facilitate reporting to donors
- Draft stewardship reports that illustrate the use of donors' restricted gifts to be sent by the Executive Director of Donor Relations or other gift staff

- Respond directly to inquiries from donors of endowed funds
- Develop and execute new engagement strategies to bring the College's leadership donors into more direct contact with students, faculty, College leadership, and gift officers using Zoom, video, and other platforms.

Advancement Communications

Working directly with the Vice President of Institutional Advancement, coordinate the team's communication platforms and ensure integration with the College's other communication vehicles.

- Maintain a forward-looking communications schedule that ensures timely reporting of major gifts, Foundation news, and giving opportunities.
- Interview donors and write donor stories for the eNewsletter, College website, the Fort Schuyler magazine, and similar mediums.
- Supplement the social media expertise in the College's Communications team in support of advancement initiatives, including LinkedIn advertising and networking strategies.
- Write and produce informational materials in support of approved giving opportunities across the campus.

Event Planning

- Oversee the planning and execution of campus Advancement and Foundation events (notably the Admiral's Dinner and events for the Admiral's Council members), and serve as a support for events around the T/S Empire State 7 christening and arrival.
- Plan and execute off-campus events in support of Advancement initiatives including trade shows and Presidential receptions.
- Work with the Maritime College Alumni Association (MCAA) on the planning and execution of Homecoming, other campus-based events, alumni events on the TSES
- Work with Director of Annual Giving to implement strategies for marketing and promoting alumni activities, programs and services to encourage alumni involvement and participation
- Partner with the MCAA to develop opportunities for alumni engagement such as volunteer initiatives, career days, alumni student events, and reunions

Requirements:

Required Qualifications

- Bachelor's degree required
- Strong writing, editing, and communication skills for a variety of mediums are essential, as is the ability to tell a story through the written word, video, and social media.
- An ability to relate to a wide range of people from diverse backgrounds is necessary to ensure interviews are conducted smoothly.

- Must be proficient with MS Word and comfortable with Excel and other routine office software. An awareness and interest in social media platforms will be important.
- A successful candidate will have enthusiasm, creativity, and organization skills as well as a sense of direction and follow through.

Preferred Qualifications

- 2-3 years of development writing work
- Experience with Raiser's Edge Software
- Knowledge of alumni relations, event planning, and marketing, as well as experience working with alumni, students, faculty, and staff is desired.

Additional Information:

Classification/Salary Range: The Stewardship and Engagement Coordinator is a UUP position. The anticipated salary range for the position is \$60,000 - \$65,000 annually, with an outstanding benefits package (for more information please see the [UUP Benefit Summary](#)). Salary will commensurate with experience and qualifications. Review of applications to commence immediately and conclude when the position is filled.

Special Notes: This is a full-time calendar year appointment UUP Position. Fair Labor Standard Acts (FLSA) Exempt position, not eligible for the overtime provisions of the FLSA. Internal and external search to occur simultaneously.

Budget Title: Staff Associate

Local Title: Stewardship and Engagement Coordinator

Line #: 00164

SUNY Maritime College is an Equal Opportunity/Veterans/Disabled/Affirmative Action employer, committed to recruiting, supporting and fostering a diverse community of outstanding faculty, staff and students. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. For our full non-discrimination statement, see: <http://www.sunymaritime.edu/affirmative-action>

SUNY Maritime College is committed to maintaining a safe environment for its students, faculty, staff, volunteers and the general public that use our facilities. Therefore, in order to ensure the hiring of employees of the highest integrity and to maintain a safe campus community, SUNY Maritime College will conduct pre-employment background investigations on all individuals for whom employment is to be offered.

Pursuant to [Executive Order 161](#), no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the

Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

If you need a disability related accommodation, please call The Office of Human Resource Services at (718) 409-7303 or email at hr@sunymaritime.edu. In accordance with the Title II Crime Awareness and Security Act, a copy of our crime statistics is available upon request by calling (718) 409-7350. It can also be viewed on line by selecting University Police at www.sunymaritime.edu

Application Instructions:

Persons interested in the above position should apply online here:

<https://maritime.interviewexchange.com/jobofferdetails.jsp?JOBID=139087>

Applicants are asked to submit the following with application:

- Resume/CV
- Cover letter
- Statement addressing how past and/or potential contributions to diversity, equity, and inclusion will advance Maritime's commitment to inclusive excellence
- Names and contact information of three professional references