



LOYOLA
UNIVERSITY CHICAGO

Preparing people to lead extraordinary lives



SENIOR DIRECTOR, DONOR RELATIONS & STEWARDSHIP

ABOUT LOYOLA UNIVERSITY CHICAGO

Founded in 1870, Loyola University Chicago is one of the nation's largest Jesuit, Catholic universities, with nearly 16,000 students.

Nearly 10,000 undergraduates hailing from all 50 states and 82 countries call Loyola home. The University has four campuses: three in the greater Chicago area and one in Rome, Italy, as well as course locations in Beijing, China; Saigon-Ho Chi Minh City, Vietnam; Vernon Hills, Illinois (Cuneo Mansion and Gardens); and a Retreat and Ecology Campus in Woodstock, Illinois. The University features 10 schools and colleges, including the Quinlan School of Business, Marcella Niehoff School of Nursing, Stritch School of Medicine, College of Arts and Sciences, School of Communication, School of Continuing and Professional Studies, School of Education, School of Law, School of Social Work, and Graduate School.

Consistently ranked a top national university by U.S. News & World Report, Loyola is also among a select group of universities recognized for community service and engagement by prestigious national organizations like the Carnegie Foundation and the Corporation for National and Community Service.

To learn more about Loyola University Chicago, visit www.luc.edu/.

THE POSITION

The Senior Director, Donor Relations & Stewardship (DRS) will be responsible for ensuring Loyola University Chicago has a comprehensive, best-practice donor relations and stewardship program that supports the cultivation, recognition and stewardship of Loyola's donors—at all levels—and fosters their lifetime engagement. The Senior Director must have expertise in or experience in gift acknowledgements, gift agreements, gift-fund management, donor recognition, stewardship activities/events, and donor-specific impact reporting.

Key Facts

- 76 total Advancement staff
- \$35 million raised annually
- 3-5 direct reports
- 33-member Board of Directors
- [Commitment to Diversity, Inclusion, Anti-Racism, and Anti-Oppression](#)

Mission

We are Chicago's Jesuit, Catholic University—a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice, and faith.

Visit



The Senior Director will be responsible for the design donor relations strategies for University Trustees, Centers, transformational/principal gifts, major gifts, and advise on stewardship for Annual Giving-level donors. They will serve as the team lead on Trustee stewardship and will be responsible for producing individualized stewardship reporting for the University's most important donors.

The Senior Director will manage all aspects of gift compliance, including reviewing gift proposals, advising gift officers, and supporting the creation of pledge agreements for individual gifts. They will serve as Advancement's key liaison to counterparts across the University and will have oversight of named spaces and named space gift opportunities.

The Senior Director is an integral part of the Advancement Division team and serves as a leader across the University on all donor stewardship and donor-relations strategies. This position reports to the Senior Associate Vice President of Advancement & Chief Development Officer and directly supervises three-to-five staff positions in Donor Relations & Stewardship.

MAJOR OBJECTIVES

Within the first 12 to 18 months, the Senior Director will achieve the following major objectives:

- Build trust and confidence amongst the DRS team and across the Advancement Division.
- Develop a vision and multi-year plan for stewardship and donor relations that is clear and aligns with the Advancement Division's strategy and the University's mission, values, and priorities.
- Collaborate within the Advancement Division and with units across the University to design and implement university-wide stewardship policies and procedures related to donor recognition and gift-fund management and reporting.

RESPONSIBILITIES

The Senior Director will have the following primary responsibilities:

PROGRAM MANAGEMENT

- Facilitate the team's ongoing stewardship and donor relations operation, ensuring high-quality, individualized experiences for top donors and prospects, including acknowledgement letters, gift-fund management, physical donor recognition, and impact reporting.
- Identify resource requirements annually for staff, operations, and capital needs to place Loyola's DRS program at the leading edge.
- Monitor, evaluate, and demonstrate success of the program with data, metrics, and stories.



VISION AND STRATEGY

- Partner with frontline fundraisers to craft strategic stewardship plans that thank donors.
- Stay informed of innovative ideas and best practices from the field.
- Collaborate within the Advancement Division to ensure stewardship and donor engagement efforts continually prioritize donors' cultivation, retention and growth, engagement, and satisfaction.

LEADERSHIP AND COACHING

- Lead, inspire, and motivate a growing team in stewardship and donor relations professionals to ensure staff retention and success.
- Promote a diverse, equitable, and inclusive environment.
- Develop personnel so they excel in their roles, growing their knowledge and ability to execute and expand the program.
- Actively contribute to divisional and organizational meetings, events, and initiatives.

QUALIFICATIONS

The ideal candidate will bring most of the following qualifications and skill sets:

- A commitment to the mission, vision, and values of Loyola University Chicago.
- At least seven years of work experience in advancement, stewardship, alumni relations, donor relations, communications, marketing, public relations, or similar work.
- Background in an institution of higher education or other transferable environment.
- Demonstrated effective and motivational leadership and management experience in leading a team toward a common goal.
- Strategic and creative approaches to tasks and challenges.
- Excellent verbal, written, and proof-reading skills, and exacting attention to detail.
- Tact and diplomacy in communications with diverse people and personalities; a high degree of professionalism and ethical sensitivity.
- Ability to develop and manage relationships with donors.
- Familiarity with CRM donor database systems.
- Strong commitment to customer service.
- Ability to manage confidential information with discretion and tact.



- Flexibility and ability to adapt to new programs in an emerging and changing environment.
- Excellent organizational and project management skills.
- Adept at navigating email, Internet, teleconferencing, electronic filing, and Microsoft Office (Word, PowerPoint/Excel/Teams).
- A bachelor's degree is required.

APPLICATION

Loyola University Chicago has retained Campbell & Company to conduct this search. The team for this project includes Emily Thompson, Abigail Husain, and Kris McFeely. To be considered for this opportunity, please send a letter of interest and resume to:

ABIGAIL HUSAIN

Associate Consultant, Executive Search

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(312) 436-2348 direct



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As a Jesuit-Catholic institution with a mission to care for persons as a whole, Loyola University Chicago does not discriminate in admission or employment on the basis of race, color, religion, sex, age, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law. At Loyola, we embrace the differences that make us unique and commit to providing a diverse, equitable, and inclusive experience for all students and employees at our institution. For Loyola's complete Nondiscrimination Policy, please visit [University Nondiscrimination Policy: Office for Equity and Compliance: Loyola University Chicago \(luc.edu\)](https://www.luc.edu/nondiscrimination-policy)