

Stewardship Volunteer

Supervisor: Stewardship Committee Chair

Department: Foundation

Date Created or Revised: December 2025

Purpose

Under the supervisor of the Stewardship Committee Chair, the stewardship volunteer supports and implements the stewardship plan by supporting donor relations, ideating and thanking donors. The stewardship volunteer is part of a volunteer working group that supports the work of the Stewardship Committee.

Responsibilities

The stewardship volunteer will work with the chair of the Stewardship Committee and Foundation staff to steward donors. Responsibilities include:

- Actively and consistently thank and engage donors based on the developed stewardship plan (phone, email and/or written letters).
- Share information gathered through stewardship interactions with donors and potential donors with Foundation staff to support stewardship efforts and accurate documentation in database.
- Serve as an ongoing resource to staff and Foundation Board of Trustees (BOT) for developing innovative donor relations strategies that positively impact donor retention and donor acquisition and increase giving levels.
- In collaboration with Foundation staff, notify donors when they reach a higher giving level.
- Participate in other cultivation and stewardship activities as requested by Foundation staff or chair.

Expectations

- Attend volunteer meetings. Meetings are expected to occur between three to four times a year.
- This role requires three to four hours per month, on average.
- No travel is expected for this role.
- Complete Basic Fidelity volunteer modules and other required training.
- Annually sign a Confidentiality Statement and a Conflict-of-Interest Policy.
- Be in good standing by paying **annual international alumnae dues** or being a **Life Loyal** member.

Preferred Competencies and Experiences

- Strong relationship builder.
- Commitment to follow through on assignments and next steps in a timely manner.
- Effective and clear communication and presentation skills.

- Ability to think creatively to support stewardship efforts.
- Prepared, thoughtful and respectful when taking in information and communicating with others.
- Contributes individually to creating a positive team dynamic.
- Ability to serve as an ambassador of the Foundation.
- Knowledge of or willingness to conduct stewardship efforts with members.

