



ÉCOLE POLYTECHNIQUE
FÉDÉRALE DE LAUSANNE

The EPFL is a world-class top-ranked technical university specialized in science and technology.

Our Development Office is looking for a

Senior Stewardship Officer

The Stewardship Officer is the person in the Development Office who ensures the successful operation of a comprehensive stewardship program that involves executives, senior management and members of staff.

In this role, you will play a key role in enabling the Development Team and the wider School to create and build relationships with donors, who are a crucial part of the long-term success of EPFL through managing and developing a comprehensive stewardship program.

Job Responsibilities

- Work with Director of Philanthropy to develop and implement stewardship strategies that strengthen long-term relationships with major donors
- Implement stewardship plans for donors at various recognition levels within the major gift program
- Ensure that details of stewardship plans are compiled and communicated to all involved parties, and that the plan is documented, implemented and included in the data management system
- Write personal acknowledgment and stewardship letters for signature by executives, senior management and members of staff
- Collaborate with fundraising staff to develop acknowledgment and recognition procedures for major and leadership gifts that are consistent across audiences
- Identify best practices at other organizations for stewardship planning and operation
- Work in partnership with staff throughout the School to identify and develop recognition opportunities
- Oversee and ensure invoicing and financial reporting process
- Prepare summaries that serve as background for executive meetings and conversations with major donors
- Arrange and attend cultivation and stewardship events
- Work with the editor and writers to ensure consistency among various stewardship materials
- As needed, plan, manage and execute large meetings and events that advance donor involvement, cultivation and stewardship for major gifts

Candidate profile

- Bachelor's degree in related field, advanced degree or specialisation
- Minimum of 5 years experience in fundraising or an equivalent client-focused environment
- Excellent skills in writing, organization, and attention to detail
- Prior experience with donor databases and prospect tracking systems
- Prior experience working in a staff capacity for volunteers and executives
- Prior experience with cultivation and recognition events
- Knowledge of principles and techniques relevant to major gift fundraising in Higher Education
- Understanding of individual donor needs and perceptions
- Proficiency in French and English
- Collegial, collaborative style
- Good decision-making skills, tactful, good listener, willingness to search out answers, ability to recognize when others need to be involved in activities or decisions
- Creativity, curiosity, sense of humor, high energy level, and an enthusiasm for meeting and working with a wide range of individuals

Starting date: to be discussed

Activity rate: 100%

Contact

For further information, please contact Nathalie Fontana, nathalie.fontana@epfl.ch

Sending of applications by 5th June 2017

Interested individuals should send, **by email only**, to candidaturesSC@epfl.ch, their CV, a statement of interest, their diplomas and references from previous positions

To be mentioned under Object : 4762/SC – Name & First Name

Any email not containing this mention will not be taken into account

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