JOB DESCRIPTION
Stewardship Manager
Full time, Exempt
Reports to: Chief Development Officer
Department: Development/Foundation

Our Mission:
Increase sailing participation and excellence through education, competition, and equal opportunity, while upholding the principles of fair play, sportsmanship, and safety.

Our Vision for the Future of Sailing:
Sailing has become a rapidly growing sport in the US, driven by innovations in access and education, and inspired by American success in international competition. The diverse sailing community is aligned around common goals for the sport. Sailing has been embraced by the public as being inspiring, inclusive and accessible.

Our Values:
- Respect
- Integrity
- Excellence
- Collective Success
- Clarity and Transparency
- Sustainability

Position Summary
In support of US Sailing Association’s (USSA) and US Sailing Foundation’s (USSF) missions to grow and strengthen the sport of sailing, the Stewardship Manager develops and leads a comprehensive, integrated donor stewardship, cultivation, and engagement program for donors and members at all levels across individual giving.

They ensure that the Development team has the systems, processes, and workflows needed to effectively document, celebrate, and communicate to donors the impact of giving to US Sailing.

The goal of the Stewardship Program is to improve donor retention and engagement by enhancing the donor experience, leading to increased giving to the Foundation.

They will report to the Chief Development Officer of USSF and work collaboratively across all teams within USSA and USSF, particularly with Fundraising, Membership, Marketing, and Programs and Services. They will support, guide, and work collaboratively with the USSF Board, USSA Board, and Leadership Volunteers.

What you’ll be doing:
• Design and implement a comprehensive, integrated donor stewardship, cultivation, and engagement plan.
• Review, assess, and update current membership (USSA) and giving society (USSF) levels and benefits for individual and organizational donors and collaborate with USSA Membership team to provide coordinated, seamless, and appropriate recognition and stewardship for all donors.
• Work with the Chief Development Officer to develop and support implementation of appropriate stewardship and recognition strategies to engage donors at different levels in the missions of the Association and the Foundation via multiple channels, including but not limited to: digital and print documents and videos that express needs, plans, outputs, outcomes, achievements, and impact; activities and events; and access to staff and volunteers.
• Create, implement, and manage a Trustee Concierge Program with goal of retaining and upgrading donors of $500K and above.
• Lead and refresh strategy and deployment of US Sailing’s current donor communications and stewardship vehicles and support the Marketing team on content development and production of these materials.
• Develop and manage a calendar of donor and member communications across giving levels, looking for opportunities to leverage content with different audiences.
• Collaborate with the Fundraising team on the Annual Appeal and other appeals throughout the year.
• Work with the Fundraising team to implement appropriate, timely, and accurate gift acknowledgment strategies.
• Assist in the creation of the Athlete Alumni Association and Mentorship/Career Bank to connect Trustee-level donors with Olympic athletes.
• Participate in the inventory and review of stewardship and donor recognition materials for quality and consistency and to identify and determine how to fill gaps.
• Provide strategic guidance and support to the Membership team on donor stewardship and giving-level programs and benefits, ensuring these efforts are integrated into the larger stewardship program.
• Pilot new ideas to continually improve the donor experience.
• Work with the Fundraising and Membership teams to support a consistent event strategy to steward and engage donors across giving levels.
• Provide ongoing education and training for the Development team and colleagues across US Sailing on best practices in donor relations and stewardship.
• Other duties as assigned.

**Who you are:**
• Bachelor’s degree or equivalent combination of education and experience.
• Minimum 7 years of related experience in fundraising, donor stewardship, or communications.
• Ability to communicate effectively, verbally and in writing, internally and externally and to use storytelling to convey impact.
• Exceptional project management skills are critical for the success of this position as are an ability to juggle multiple projects simultaneously and collaborate across teams and functions.
• Excellent interpersonal skills, including the ability to listen, use diplomacy and tact, and build strong relationships with all levels of staff and interact professionally and effectively with donors and volunteers.
• Ability to operate effectively and independently, while managing complex processes and delivering high-quality products.
• Ability to work effectively within a team and with cross-functional teams.
• Experience with Raiser’s Edge or a similar fundraising database software package and proficiency with the Microsoft Office suite.
• Belief in the Olympic movement
• Appreciation for the sport of sailing

Benefits and Perks:
• Medical insurance
• Vision insurance
• Dental Insurance
• 403(b) with company match up to 5%
• Life insurance
• Long- and short-term disability insurance
• Paid time off, Sick, and Vacation time
• Access to free gym Membership at Roger William University campus
• Access to Roger Williams University cafeteria and lunch options
• Discounts to West Marine 5-60%
• Complimentary US Sailing Membership

Physical Demands and Work Environment:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.
While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Some travel could be expected with appropriate notice.

US Sailing provides a vibrant work environment that values creativity, teamwork and respect. As part of our dedication to the diversity of our workforce, US Sailing is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, gender, gender identity, gender expression, sexual orientation, age, physical or mental disability, medical condition, marital/domestic partner status, military and veteran status, genetic information or any other legally-recognized protected basis under federal, state or local laws, regulations or ordinances.

OTHER
• Must possess the highest integrity and values consistent with those of US Sailing.
• All US Sailing employees are expected to be exceptional team players.
• Each employee is expected to work together with the Member Engagement Department and assist in growing US Sailing membership.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) applying for this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the candidate will possess the skills aptitudes and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Please submit resumes and letters of interest to ReneeWetterland@ussailing.org