

Assistant Director, Advancement Office (Stewardship)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=245342>

Downloaded On: Jun. 1, 2025 8:25am

Posted Sep. 18, 2024, set to expire Jul. 5, 2025

**Job Title** Assistant Director, Advancement Office (Stewardship)  
**Department** Advancement and Alumni  
**Institution** Singapore Institute of Technology  
Singapore, , Singapore

**Date Posted** Sep. 18, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Development/Institutional Advancement

**Job Website** <https://careers.singaporetech.edu.sg/cw/en/job/498776/assistant-director-advancement-office-stewardship>

**Apply By Email**

**Job Description**

## Assistant Director, Advancement Office (Stewardship)

**Job no:** 498776

**Department:** Advancement and Alumni

**Contract type:** Permanent

[Apply now](#)

The Assistant Director for Donor Stewardship plays a critical role in cultivating and maintaining positive relationships with the university's donors, ensuring their continued engagement and support. This

Assistant Director, Advancement Office (Stewardship)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=245342>

Downloaded On: Jun. 1, 2025 8:25am

Posted Sep. 18, 2024, set to expire Jul. 5, 2025

position works closely with the Director of Donor Relations and other key stakeholders to implement strategic stewardship initiatives aimed at recognizing donors, demonstrating impact, and fostering long-term philanthropic partnerships.

### **Key Responsibilities**

- **Stewardship Strategy Development:** Collaborate with the Director of Donor Relations to develop and implement comprehensive stewardship strategies tailored to different donor segments, ensuring that donors feel valued, appreciated, and connected to the impact of their contributions.
- **Donor Communication:** Develop and maintain ongoing communication with donors through various channels, including personalized acknowledgments, impact reports, newsletters, and stewardship events, to express gratitude, update them on the university's progress, and demonstrate the impact of their support.
- **Recognition Programs:** Oversee the development and management of donor recognition programs, including naming opportunities, donor walls, honor rolls, and other forms of acknowledgment, ensuring that donors are appropriately recognized and celebrated for their contributions.
- **Impact Reporting:** Work closely with university stakeholders to gather and compile data on the impact of donor support, translating complex information into compelling narratives and visual presentations that effectively communicate the transformative power of philanthropy.
- **Stewardship Events:** Plan, coordinate, and execute stewardship events and activities, such as donor receptions, appreciation dinners, campus tours, and special presentations, providing donors with meaningful opportunities to engage with university leadership, faculty, students, and fellow supporters.
- **Donor Feedback and Evaluation:** Solicit feedback from donors to understand their interests, preferences, and motivations, and use this information to continually refine stewardship strategies and enhance the donor experience. Conduct regular evaluations to assess the effectiveness of stewardship efforts and identify areas for improvement.
- **Collaboration and Teamwork:** Collaborate with colleagues across the Advancement Office and other university departments to integrate stewardship initiatives with broader fundraising and engagement efforts, contributing to a cohesive and coordinated approach to donor relations.

### **Job Requirements**

- Bachelor's degree required
- Minimum of 8 years of experience in donor relations, stewardship, fundraising, or related fields, preferably in a higher education or nonprofit setting.

Assistant Director, Advancement Office (Stewardship)  
Singapore Institute of Technology

Direct Link: <https://www.AcademicKeys.com/r?job=245342>

Downloaded On: Jun. 1, 2025 8:25am

Posted Sep. 18, 2024, set to expire Jul. 5, 2025

- Strong interpersonal and communication skills, with the ability to engage and inspire donors through written and verbal communication, presentations, and relationship-building activities.
- Experienced in managing, supervising a team.
- Excellent project management skills, with the ability to plan, prioritize, and execute multiple initiatives simultaneously, meeting deadlines and achieving measurable outcomes.
- Creative problem-solving abilities, with a proactive and resourceful approach to overcoming challenges and seizing opportunities to enhance donor engagement and satisfaction.
- Proficiency in Microsoft Office suite and donor database management software (e.g., Raiser's Edge), with the ability to learn new technologies and systems as needed.
- Commitment to the mission and values of Singapore Institution of Technology with a passion for higher education, philanthropy, and making a positive difference in the world.

[Apply now](#)

**Advertised:** 18 Sep 2024 Singapore Standard Time

**Applications close:** 31 Oct 2024 Singapore Standard Time

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Singapore