

**Job Title: Donor Relations Associate****Salary Range: \$52,109 - \$61,304****Apply at: [Donor Relations Associate Job Details | Baylor College of Medicine](#)****Summary**

Reporting to the Senior Director of Donor Relations, the Donor Relations Associate supports Baylor College of Medicine's stewardship program by providing data analysis, reporting, and operational support for donor recognition initiatives. This role collaborates closely with development officers to ensure timely, accurate, and meaningful donor engagement. The Associate also contributes to larger stewardship projects and initiatives designed to strengthen donor relationships and enhance the overall donor experience.

This position offers the flexibility of a hybrid work arrangement for applicants located in the Houston, TX region.

**Job Duties**

- Manages day-to-day execution of donor relations initiatives, ensuring projects are completed on time and aligned with strategic goals.
- Communicates and collaborates with internal stakeholders to gather necessary inputs and move stewardship projects forward, including endowment reports, impact reports, acknowledgement letters, chair appointments, and donor retention efforts.
- Builds customized donor relations plans and strategies, monitor stewardship touchpoints to ensure consistency and quality and track activities in BBCRM.
- Administers and tracks naming opportunities inventory and documentation.
- Works in partnership with the Sr. Director, Donor Relations on the execution of donor recognition projects, including but not limited to donor naming opportunities across the college.
- Works with internal teams, including fundraisers, Gift Operations, students, faculty, and the writing team to facilitate endowment reporting needs and prepare reports for distribution through Mythos includes working with the vendor as needed.
- Assists in planning and execution of donor relations and stewardship events including but not limited to endowed chair events.

- Partners with various teams on stewardship activities for donor recognition groups such as the DeBakey Society and The Partnership, including first time donor cards, donor anniversary cards, welcome and renewal messages and surveys.
- Maintains procedures, workflows and timelines associated with Donor Relations activities and prepare training materials for multiple audiences.
- Performs other job-related duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree.
- Two years of relevant experience.

### **Preferred Qualifications**

- Strong organizational and project management skills.
- Ability to partner across multiple stakeholders and manage competing priorities.
- Strong expertise with MS Office Suite required; familiarity with fundraising systems (e.g., CRM systems and donor communications and stewardship platforms) preferred.
- Strong verbal communication skills, editing and proofreading proficiency are required, as well as the proven ability to work independently.
- Ability to communicate across fundraising teams and with all levels of staff, including senior leadership.
- Knowledge of fundraising, alumni relations and grateful patient processes, especially in the area of major gifts cultivation, is preferred.

### **Work Authorization Requirement:**

**This position is not eligible for visa sponsorship.** Candidates must be legally authorized to work in the United States at the time of application and throughout the duration of employment.

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