



Columbus Academy

Ready to thrive.

4300 Cherry Bottom Road, Gahanna, Ohio 43230 · columbusacademy.org

Donor Relations and Stewardship Coordinator

Start Date: Immediately · Apply online at columbusacademy.org/apply

About Columbus Academy

Recognized as a premier independent school in the nation, Columbus Academy has, since its founding in 1911, exemplified the country day school educational model. The heart of this model is the idea that the best interests of children are served when home and school work together.

At Columbus Academy, parents are integral members of our community. In our welcoming school, fully dedicated to the development of young scholars, athletes and artists of every kind, parents find what they are looking for: The school to trust with childhood.

We believe that [diversity, inclusion, equity and justice](#) are essential measures of our excellence. Our goal is not to mold young minds but to light them on fire.

[Visit us](#) and you will see this in [the way we teach](#) and the way [our 231-acre campus](#) is designed — the light, the energy and the interconnectedness of our mindfully designed learning spaces that allow for children to gaze out to the open sky.



Our Mission

Columbus Academy – an independent, coeducational college preparatory school – enriches its academic tradition of excellence by valuing a broad diversity of students as it seeks to develop the complete person: mind, body and character. The school rewards rigorous effort and accomplishment, fosters compassion, respect and moral courage, and insists on integrity, fair play and community service. Academy strives to develop and sustain a community of thoughtful, responsible, capable and confident citizens eager to engage in a pluralistic and ever-changing world.

At a Glance

Founded: 1911
Enrollment: 1,165 students
Ages: 3YO-Grade 12
Students of Color: 48%
Total Tuition Assistance: \$4.6M

Quality of Life in Columbus

Columbus is the 14th largest city in the United States with a population of 879,170. The city is perfect for active lifestyles, having invested \$20 million to develop a growing system of bike and fitness trails that connect the suburbs and river trails to downtown's \$44 million riverfront park system restoration. Columbus is gaining nationwide recognition for its historic neighborhoods, booming downtown arts and sporting districts, open attitude and a noticeably affordable quality of life. Check out our [Guide to Columbus!](#)



Position Description

Columbus Academy seeks a full-time Donor Relations and Stewardship Coordinator.

The individual selected for this position will be expected to carry out the following responsibilities:

- Develop giving societies for Columbus Academy's donor segments, with clear and distinct identities and brands.
- Plan and execute **comprehensive donor relations/stewardship programs for those donor societies and targeted donor segments** to deepen donor engagement, knowledge and retention.
- Produce **timely gift acknowledgement letters**. Coordinate thank you notes from senior leadership.
- Manage all activities necessary to generate **timely impact reports** for restricted gifts including but not limited to: annual endowed fund reports, project/program outcomes, messages from faculty/student beneficiaries.
- Manage donor **stewardship events** including design, planning and execution in partnership with Events & Special Projects Associate.
- Work closely with **Communications to create donor-centric stories and to ensure that stories are woven into institutional communications across various media**. Will include identifying donors and drafting copy for profiles and program/mission spotlights that demonstrate philanthropic impact.
- **Assist various Directors and Communications with the drafting of donor-facing written copy** for fundraising appeals, educational materials, cases for support, brochures, slide decks or other development collateral.
- Determine the best way institutionally to honor and recognize donor giving on an annual basis, i.e., publish/email **annual report and donor honor roll**.
- Proactively support gift officers in the design and execution of annual and multi-year **stewardship plans for top donors and prospects**.
- **Respond to donor questions and concerns** related to endowed fund reports, fund administration and beneficiaries, gift acknowledgments and report requirements.

Qualifications

Preferred candidates will possess the following qualifications:

- Bachelor's degree and at least three years working in development, fundraising, corporate engagement or donor relations, preferably in a nonprofit setting.
- Proven attention to detail, commitment to accuracy and high level of personal organization.
- Excellent copy writing and proofreading skills.
- Experience working with volunteers and donors.
- Ability to exercise judgment, diplomacy and confidentiality.
- Proficiency with office technology such as Microsoft Office, Google Workspace, Adobe Acrobat and Raiser's Edge NXT or comparable customer relationship management (CRM) database.
- Occasional night and weekend work is required.

Physical Conditions

Candidates must be able to manage the following conditions:

- A fast-paced office environment requiring a high level of accuracy, a commitment to outstanding service and the ability to effectively multitask.
- Occasional additional hours as needed to meet required deadlines.
- A non-smoking campus.

Columbus Academy believes strongly in the principles of diversity, equity, inclusion and belonging. We strive to foster a diverse campus community, which recognizes the value of all persons regardless of religion, race, ethnicity, gender, sexual orientation, disability or socioeconomic background.

Legal requirements: All Columbus Academy employees must pass required criminal records checks. Where appropriate, individuals will also be required to provide proof of academic credentials.