

Job Opportunity



Competitive

Position: Stewardship Coordinator

Job Vacancy Notice#: RC-24-08

Location: The Rock Church

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 29 July 2008

Closing Date: 5 August 2008

Area of Consideration: All areas.

Brief Description of Major Duties: Under the supervision of the Stewardship Director, provides support to the Rock Church and Academy, by researching new avenues for fund development, coordinating events, communicating appreciation to donors and serving as an ambassador for the Rock.

Qualifications & Requirements: Assists in meeting the Stewardship Department's goal to develop generous hearts and teach stewardship that maximizes through every ministry of the Rock through example and support to the ministries.

Assists the Stewardship Director for the Rock Church by: Ensuring proper acknowledgement and recognition of donors at various levels, shows appreciation by composing thank you letters and making outbound calls. Managing annual budget for the Stewardship Development Department. Administering a planned giving program at the church utilizing appropriate outside consulting expertise, which links ministry vision, programs, sermons, and existing ministry structures to planned/deferred giving opportunities. Communicating opportunities and methods to potential donors of non-cash gifts.

Leads the Rock Academy in fund development by: Partnering with the Marketing and Communications department to produce solicitation materials and assist in Public Relations. Preparing a detailed fiscal year plan and fully coordinated solicitation calendar for annual giving which includes goal setting and developing all appropriate segmentation strategies to increase the percent and level of participation. Designing and implementing a comprehensive appreciation program for annual donors, which facilitates a pattern for lifetime support. Developing and providing Staff support to Development Committee and Annual Benefit Dinner. Monitoring all relevant budgets associated with the annual giving program and related activities as assigned; tracks and evaluates cost-to-raise-a-dollar performance ratios on renewals, lapsed and non donor groups by solicitation method. Working closely with the Rock Academy to implement their annual giving program and provides periodic reports to the Academy Management. Coordinating, writing and submitting grant proposals to private and corporate foundations.

Provides staff support for both the Rock and Rock Academy by: Managing and maintaining donor database. Creating and writing donor communication, annual appeal solicitations and manages the execution of the direct mail. Coordinating the logistics and data entry for the annual fund campaign. Attending local meetings and seminars to stay current on new developments in the field. Providing exemplary customer service to all Rock attendees who contact the Stewardship Development Department through phone, email and letter.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Stewardship Director.

Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Bachelor's degree preferred but not required or an equivalent combination of education and work experience in non-profit development. Strong attention to detail and accuracy, including excellence in oral and written communications; ability to write clear, structured, articulate and persuasive proposals. Must possess strong computer skills, including proficiency with Microsoft Office (Outlook, Word, Excel, Access, PowerPoint). Demonstrated ability to work independently, manage multiple tasks, use time effectively and follow through in a timely manner. Attends all meetings pertinent to the functions of the Development Department. Valid California Driver's License and acceptable driving record, may need to utilize own transportation for fieldwork (with expense reimbursement). Ability to read and understand detailed technical requirements. Maintain positive and professional relationships with community partners using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech. Regular involvement in the Rock Church activities and events. Regular attendee of a Rock weekend service. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Member of the Rock Church A.R.M.Y.

To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

To apply please visit the website at www.therocksandiego.org and fill out the application. Email application and resume to hr@therocksandiego.org. Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.