



JOB DESCRIPTION

Position: **Stewardship Coordinator**

Reports to: **Stewardship Director**

Position Status: **Regular Full-Time Exempt**

Department: **Stewardship**

Effective: **July 24, 2008**

Replaces: **All previous**

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Division Head Approval: _____

Human Resources Approval: _____

Position Summary: Under the supervision of the Stewardship Director, provides support to the Rock Church and Academy, by researching new avenues for fundraising, coordinating events, communicating appreciation to donors and serving as an ambassador for the Rock.

Job Responsibilities and Duties:

1. Coordinates, writes and submits grant proposals to private and corporate foundations.
2. Ensures proper acknowledgement and recognition of donors at various levels, shows appreciation by composing thank you letters and making outbound calls.
3. Partners with Marketing and Communications department to produce solicitation materials and assist in Public Relations.
4. Prepares 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.
5. Designs and implements a comprehensive program for annual donors, which facilitates a pattern for lifetime support.
6. Assists in managing annual budget for the Development Department.
7. Monitors 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.
8. Administers 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.
9. Coordinates with Staff Accountant to support the Sunday Count Team (appreciation, adding and energizing volunteers, etc.)
10. Creates and writes annual appeal solicitations and manages the execution of the direct mail.
11. Manages and maintains donor database and plans donor wall.
12. Communicates opportunities and methods to potential donors of non-cash gifts under direction of the CFO and senior management.
13. Works closely with the Rock Academy to implement their annual giving program and provides periodic reports to the Academy Management.
14. Provides Staff support to Development Committee and Annual Benefit Dinner.
15. Coordinates the logistics and data entry for the annual fund campaign.
16. Attends local meetings and seminars to stay current on new developments in the field.

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.

Job Skills and Requirements:

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

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will. Only the Head Pastor of The Rock Church has the authority to make any such agreement and then only in writing.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Incumbent's Signature

Date