

Job Opportunity



Competitive

Position: Stewardship Development and Relationships Manager **Job Vacancy Notice#:** RC-03-05

Location: The Rock Church – Administration Department

Salary Range: Negotiable Depending on Experience

Employment Category: Regular Full-Time, Exempt

Opening Date: 14 February 2005

Closing Date: Open Until Filled with the 1st Cut-Off
Date 11 March 2005

Area of Consideration: All Sources

Brief Description of Major Duties: - Accountable to the CFO for stewardship communication and relations functions. Duties include: Managing targeted and consistent communications with existing Rock Church members, engaging new attendees in the np3 capital campaign and introducing new opportunities to support the np3 project, dissemination of Biblical stewardship principles and training, coordinating fundraising events, and facilitating opportunities for non-cash and deferred gifts.

Primary Responsibilities: Work with CFO, management, and senior pastor to:

- Facilitate consistent and effective communications with existing and new contributors.
- Develop donor-focused marketing materials and follow-up collateral, utilizing various communications media.
- Manage np3 capital campaign activities.
- Communicate Biblical stewardship principles to church congregants, with counsel from outside consultants.

Secondary Responsibilities:

- Organize and coordinate fundraising events as approved by senior management.
- Administer a deferred giving program at the church utilizing appropriate outside consulting expertise.
- Communicate opportunities and methods to potential donors of non-cash gifts under direction of the CFO.
- Engage, energize and coordinate volunteer participation within the scope of the duties listed above.

Qualifications & Requirements: Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times). Requires ability in the areas of administration, implementation, execution, and coordination with a marketing- and service-oriented focus on donor relations, communications, and stewardship development. Experience in a fundraising, marketing, or communications, profession with emphasis on a people-oriented customer-focused environment. Experience in a Christian organization helpful. Bachelor's Degree in marketing, communications, or development is preferred. Professional attitude and demeanor; customer and relational focus. Well-developed motivational skill set and demonstrated servant leadership qualities. Strong interpersonal, written and verbal communication skills; excellent organizational and time management skills. Self-motivated and goal oriented; use of good judgment and initiative; flexible, innovative. Reading, writing and oral proficiency in the English language. Computer skills to include word processing, basic spreadsheet, Outlook and other industry-specific programs. Able to manage a database and extract required information. Member of the Rock Church (or willing to transfer membership to the Rock Church).

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 and email application and resume to hr@therocksandiego.org. Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.