



It's All About Jesus!

JOB OPPORTUNITY

Position:	<u>Stewardship Development and Donor Relations Manager</u>
Employment Category:	Full-time (40 hrs. per week)
Start Date:	Immediately
Closing Date:	March 19, 2010 – <i>Your cover letter and resume must be received by this date.</i>

Job Responsibilities and Duties:

1. Spiritually mature and obedient in all aspects of the Christian faith, understanding of his/her God-given purpose and giftings (both spiritual and non-spiritual), with a heart for the lost.
2. Accountable to the senior and executive pastor for all donor relations functions within the organization, with a focus on increasing and sustaining giving levels by locating new, high-capacity donors, communicating with existing donors on a targeted and consistent basis, introducing new giving opportunities, and engaging new attendees.
3. Build, manage, and energize a team of campaign volunteers, and evaluate results.
4. Coordinate fundraising and communication activities related to donor relations, the capital campaign, Biblical stewardship training, fundraising events, and non-cash, gifts-in-kind and planned giving opportunities.
5. Develop, implement and maintain a platform and process for consistent and effective communications with existing and new donors for the purpose of connecting ministry vision to giving opportunities. Develop relevant donor-focused marketing materials and follow-up collateral, utilizing various communications media (website, video announcements, newsletter, brochures, donor letters, seminars, and so forth).
6. Responsible for development of the departmental budgets and business plans and expense management.
7. Manage capital campaign activities under direction of the senior and executive pastor. Track pledge fulfillment, and engage new campaign donors.
8. Work with stewardship pastor to communicate Biblical stewardship principles to church attendees in a manner consistent with the Shepherd of the Hills (SOTH) vision, through appropriate classes and other related communications.

9. Administer a planned giving program at the church utilizing appropriate outside consulting expertise, which link ministry vision, programs, sermons, and existing ministry structures to planned/deferred giving opportunities.
10. Organize and coordinate fundraising events as approved by senior management.

Job Skills and Requirements:

1. Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times).
2. 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.
3. Proven experience in a fundraising, marketing, or communications, profession with emphasis on a people-oriented customer-focused environment. Experience in a Christian organization helpful.
4. Bachelor's Degree in marketing, communications, or development is preferred.
5. Professional attitude and demeanor; customer and relational focus.
6. Well-developed motivational skill set and demonstrated servant leadership qualities.
7. Strong interpersonal, written and verbal communication skills; excellent organizational and time management skills.
8. Self-motivated and goal oriented; use of good judgment and initiative; flexible, innovative.
9. Reading, writing and oral proficiency in the English language.
10. Computer skills to include word processing, basic spreadsheet, Outlook and other industry-specific programs. Able to create and manage a database and be able to extract information. Ability to create letter mail merges for mass mailings.
11. Member of SOTH Church (or willing to transfer membership to SOTH Church).

The above summary represents major duties, and is not an exhaustive list of all responsibilities. Thus, the individual may perform other related tasks under the direction of senior management.

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.

To be considered for this position, outside applicants are required to submit a cover letter, updated resume and complete Application for Employment upon arrival at preliminary interview. Selection for an interview does not guarantee promotion or hire. As part of the employment process, SOTH may obtain a Background Check. Full consideration will be given to all qualified applicants regardless of race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, SOTH does reserve the right to exercise preference on the basis of religion in all its employment decisions.