



Job Title: Stewardship Coordinator

Date Prepared: October 19, 2021

Reports To: Director of Finance and Human Resources

Status: Part-Time, Hourly

Summary:

The Stewardship Coordinator will be responsible for entering donations and updating donor information in the database, preparing thank-you letters, and assisting the Resources team as assigned.

Qualifications:

1. Ministry:
 - a. Willingness to fully embrace the Hope Ministries Grace Model.
 - b. Personal commitment to living according to the standard of Christlikeness.
 - c. Personal commitment to living in an authentic Christian community outside of Hope.
2. Education:
 - a. Post-secondary degree is preferred.
3. Experience and Abilities:
 - a. Ability to build trusting relationships with Hope residents.
 - b. Ability to follow written and verbal instructions.
 - c. Detail-oriented and accurate
 - d. Organized and able to complete tasks in a timely manner
 - e. Solid computer skills and experience with database management
 - f. Ability to work collaboratively as part of a care team including staff and volunteers.
 - g. Spreadsheet and document creation. Proficient in Microsoft Word, Excel.

Duties:

1. The Stewardship Coordinator will support the Resources team in a variety of ways:
 - a. Gift Processing – Process and facilitate donations made by check, ACH, and credit card. Work with prospective donors who wish to automate gifts or make one-time gifts via credit card.
 - b. Stewardship Program – Create gift reports and prepare gift receipts to be sent to donors via mail and email.
 - c. Donor Records & Database Maintenance – Maintain and monitor donor records and tracking systems. Use and develop database tools to improve donor communication and solicitation.
 - d. Business Systems - Assist with Accounts Payable and Receivable data entry, General Journal entry as prepared, and weekly file maintenance.
2. Active participant in the Hope Community attending Community Meetings each week, 12:18 Prayer 1-2 times per month as assigned, and attend Staff Meetings.

To apply for this position, please submit your application/resume to:

Debbie Mullins at dmullins@hopesb.org

Director of Finance and HR