

Director of Stewardship & Commitment Position Description

Purpose: Supports the Church and Foundation by providing oversight and management of all development opportunities, stewardship programs, education and fundraising for the Church.

Accountability: The Director of Stewardship & Commitment shall be directly responsible to the Senior Associate Pastor for Adult Learning and Engagement and the Staff Committee. The Senior Associate Pastor for Adult Learning and Engagement will review the performance of the Director of Stewardship & Commitment in accordance with procedures established by the Staff Committee.

Primary Duties and Responsibilities:

Key responsibilities include strategic development and implementation of annual and planned giving campaigns; conceptualize, create, and distribute supporting marketing, communication and recognition collaterals; annually and quarterly report to the Church and the Preston Hollow Foundation Board leadership. Must work with a high degree of independence and be responsible for monitoring and evaluating the effectiveness and return on investment of marketing/advertising efforts as well as overseeing and supervising the responsibilities of assisting staff and volunteers. Be spiritually alive, theologically awake, and understand giving from the heart and soul.

The Director of Stewardship and Commitment shall:

- Develop overall strategy and content with the Communications Department to include themes and messaging based on identified data sets for annual giving
- Support the Commit Ministry Team
- Engage ministry departments in stewardship activities
- Host and coordinate 10-20 offsite receptions per year
- Prepare letters and talking points
- Analyze campaign results/follow-up for renewals
- Develop and execute strategy to expand the base of giving

Major Gifts and Planned Giving

- Identify prospects and analyze giving potential
- Maintain donor profiles with family and area of interest details
- Manage gift cultivation process for clergy
- Prepare ask (description, range, etc.)

Gift and Memorial Committee

- Coordinate activities between donors and committee
- Record keeping/database management
- Develop communication and marketing strategy

Donor Recognition (applies to every area of responsibility)

- Develop a plan
- Coordinate letters and follow-up

Data Management

- Formulate techniques for quality data collection to ensure adequacy, accuracy, and legitimacy of data within the contributions software
- Work with leadership team to create a prioritized list of reporting needs for annual giving campaigns and planned giving initiatives
- Identify and create models that depict trends in donor giving history and analyze and interpret trends and patterns in complex data sets

General:

1. Maintain office hours in consultation with the Senior Associate Pastor for Adult Learning and Engagement. This includes attending weekly staff and monthly Executive Team meetings, planning meetings, etc.
2. Execute other requests made by the Senior Pastor and/or the Executive Team.

The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of business demands change.

Core Competencies:

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of my position.
- **Communication:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff.
- **Hospitality:** Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, communicates progress to sponsors, identifies and resolves barriers and problems.