

St John's Episcopal Church
Town of Ross, Marin County, CA
Director of Stewardship
Roles and Responsibilities

Role

- St. John's seeks a part-time Director of Stewardship to support, manage and coordinate all stewardship activities and fundraising events at the church including Annual fund, fundraising events, Stewardship Committee, volunteer recruitment, planned giving and major gifts. This position is 20+ hours a week and reports directly to the Rector.

Primary Responsibilities:

- Develop strategic stewardship plan for St Johns
- Implement, manage, and cultivate stewardship activities year-round including annual Fund, major gifts, Cornerstone society (Members who have included St. John's in their estate plan), cultivating new donors.
- Foster and coordinate volunteers for annual fund and fundraising activities.
- Manage annual fundraising event: solicit in-kind donation, auction times, sponsors and seed gifts. Coordinate all communications, event logistics and volunteer involvement.
- Responsible for tracking and analysis of all giving while maintaining the confidentiality of financial information.
- Perform administrative tasks to support key responsibilities and activities including overseeing solicitation and acknowledgement process, maintaining records, monitoring and reporting progress.
- Manage communications for annual fund, fundraising events and planned giving.
- Support stewarding of church members offering their time, talent and treasure to the church.
- Identify new revenue opportunities including foundations, corporate matching, etc.

Partnering/Coordination Efforts:

- Work closely with the rector, vestry and Stewardship Committee on all areas of stewardship
- Coordinate with St Johns Administrator regarding calendar of events/activities
- Coordinate with Music Director and Youth Group Coordinator regarding fund raising activities
- Work with the Bookkeeper to track giving and fulfillment of all financial commitments to the church

Measurement of Success: Growth in stewardship, financial giving and parish membership

Background and Requirements:

- An understanding of and commitment to fostering Christian stewardship of financial resources
- Availability to connect with parishioners at Sunday services (Two Sundays a month or more preferred)
- Experience with fundraising in a non-profit environment including making direct asks
- Demonstrated track record in stewardship development
- Excellent communication skills particularly writing and presentation skills
- Excellent interpersonal skills
- Proven leadership ability
- A sense of discretion and ability to hold confidential information
- Experience working with volunteers and donors
- Proficiency with tools including Google workspace, spreadsheets, and mobile applications
- Willingness and Ability to learn and use Blackbaud Church Management membership database.

St. John's provides a flexible and family-friendly work schedule, beyond Tuesday morning staff meetings and being present at Sunday services twice a month.

Apply: Please submit a cover letter and resume to info@stjohnsross.org