



Job Title: Stewardship Services Coordinator

Overtime Status: Exempt ☒ Full Time ☐ Part Time

Class: ☐ Sedentary ☒ Light ☐ Medium ☐ Heavy ☐ Very Heavy

REQUIREMENTS

- A. **Education Level:** Bachelor's degree preferred
- B. **Experience Desired:** Raisers Edge Software preferred. Proficiency in Microsoft Office products. Experience with donor services and excellent customer service skills. Organized, self-starting, independent system-based thinker.
- C. **Other Requirements:** Exemplary verbal and written communication skills, high attention to detail and quality, ability to manage multiple projects and able to excel in a nimble team environment. Regular dependable attendance is an essential function of this position.

REPORTS TO: President

RECEIVES GUIDANCE FROM: Director of Finance, Office Manager

SUPERVISES: N/A

ESSENTIAL FUNCTIONS:

NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.

Performs the following tasks:

1. Manage a large portfolio of annual awards and grants included in, but not limited to scholarships, awards, grant fund, funds with applications, priority projects, school endowments, TCA funds, Workforce Pipeline Grant program and Inspire School award fund.
2. Implement Fund Administrator Support Program.
3. Manage and communicate reports to key constituencies on funding outcomes.
4. Provide staff support to the Scholarships and Awards Committee of the Board
5. Other duties include but not limited to
 - o Assist Fund Administrators with Fund a Need activities as requested for specific funds.
 - o Work with Communications to publicize highlights and develop content for the annual report, opportunities guide and other outreach materials.

- Be an active and engaged member of the Development Team.
- Support special events when needed.
- Cross train on office procedures and administrative functions and serve as a back up to the Development Coordinator.
- Prepare grant reports as requested.
- Assist in researching funding opportunities/preparing funding proposals
- Answer agency phones and assist with administrative duties as requested.
- Work with donors to match their charitable intent with identified student need.
- Volunteer 8 hours/year in the LPS system

WORKING CONDITIONS:

Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Some evening and weekend work is required.