



Updated May 2019

## **Stewardship Officer**

### **Organization:**

Design Outreach (DO) is a Christian humanitarian engineering nonprofit 501(c)3 organization that prioritizes the needs and aspirations of the world's poor.

### **Position:**

Reporting to the Chief Stewardship Officer (CSO), the Stewardship Officer in conjunction with the CSO will work closely with the CEO and the Chief Technology Officer to implement the strategy for corporate, foundation, individual and major gift relationship management (track, manage, nurture, upgrade) to meet short and long-term fundraising goals of the organization. The primary objective of the Stewardship Officer is to develop long-term relationships to build on a firm understanding of donor's interests, passions and values as they relate to the mission of the organization. The Stewardship Officer will assist support raised employees in their cultivation and stewardship efforts.

### **Specific responsibilities:**

Responsibilities include, but are not limited to, the following:

#### **Relationship Management and Solicitation**

- Create, integrate and implement short, intermediate and long-term individual major gifts and private foundation strategies, including strategies related to current/future grant and corporate funders with Chief Stewardship Officer.
- Develop strategic funding requests across the country, including grant management, based on short, intermediate, and long-term funding goals of the organization for high net worth individuals.
- Utilize constituent relationship management system and fundraising software.
- Manage relationships with annual donors including prospect solicitation, briefings with primary solicitors, and follow up.
- Cultivate and expand strategy giving by planned gift prospects and integrate planned gift objectives into major individual donor requests in collaboration with the Chief Stewardship Officer.

#### **Cultivation and Stewardship**

- Oversee the organization planning and implementation of events and activities (volunteer experiences, reception, etc) for individual and major donors using activities and events as appropriate.



- With the Chief Stewardship Officer and Programs & Communications Coordinator, develop briefing memos, proposals and stewardship materials for the organization.
- Assist support raised staff in their cultivation and stewardship efforts through communications and stewardship materials for the organization.
- Oversee Stewardship team at events using auction or text to give software program.
- Work with Stewardship Database Coordinator to process payments and donations for events and acknowledge donors/constituents following events and charitable giving.

### **Monitoring and Reporting**

- Monitor weekly, monthly, quarterly and annual organizational activity and reporting to achieve fundraising revenue goals.
- Provide attention to detail and strong project management skills.
- Assist with review and verification of annual and major donor recognition lists.
- Track and report relationship management activity by using constituent relationship database including identification, qualification, cultivation, solicitation and stewardship of current and prospective donors.

### **What we need from you:**

- Understand and support the mission of a Christ-centered organization dedicated to sharing the Gospel by word and deed.
- Passion and agreement with Design Outreach's vision and motivation, as outlined in the case for support and employee handbook.
- A core understanding of fundraising best practices and ability to learn quickly, including being able to implement development plans, and meet quarterly and annual goals.
- BS/BA in business administration, marketing, communications or relevant field; MS/MA a plus
- 3+ years of nonprofit fundraising experience, annual and major gifts experience.
- Outstanding communication (writing, oral and presentation) and interpersonal skills.
- Intermediate to advanced Microsoft Office Suite computer skills.
- Ability to commit to 40 hours per week 5 days per week, with availability in evening and weekends to support special events, accommodate volunteer/donor schedules, and/or ensure deadlines are achieved.
- Ability to work from office in Columbus, Ohio and to travel domestically and internationally to visit program areas in developing countries and to meet with donors and/or prospects.
- Ability to work in a team-based collaborative environment.

### **Timeline:**

- Position start date is negotiable, and interviews will be ongoing until position is filled.
- Please send cover letter/resume to Rhonda Davis-Comoretto at [rhondadc@doutreach.org](mailto:rhondadc@doutreach.org)