



Updated May 13, 2022
Stewardship Specialist

Organization:

It has been stated that 90% of the world's products are designed for 10% of the world's population. Billions of lives have been changed by technological advancement, but billions are still left behind in areas such as access to clean water, sanitation, and basic healthcare solutions. If today's engineers have the capacity to create self-driving cars, then why not create solutions that alleviate global poverty?

The needs are massive and urgent. For instance, as of 2021, 1 out of every 8 people in the world lacks access to basic clean water, resulting in women and children making daily long and often dangerous journeys to collect water that will make them sick. However, we have seen firsthand the transformation that happens in communities where DO's hand pump solution, the LifePump, has been operating for years without failures. We have hope that appropriate and reliable technology solutions are within reach that may break the cycle of poverty and provide bridges to share the Gospel.

We are a team of professionals developing technology that makes a lasting difference in people's physical, economical, and spiritual well-being. We do this by engineering products that are appropriate for the context and community's needs and by providing a high level of quality in all our products.

DO's four core values are excellence, faith, compassion, and collaboration. We are looking for teammates that excel in each of these areas.

Position:

The vision of Design Outreach (DO) is to see marginalized and low-income communities transformed physically, economically, and spiritually. The mission is to alleviate global poverty through life-sustaining technology.

The Stewardship Specialist (SS) reports to the Chief Stewardship Officer (CSO) and helps to support all advancement activities.

- Collaborate with the CSO to implement the strategy for individual gift relationship management (track, manage, nurture, upgrade) to meet short and long-term fundraising goals of the organization.
- Develop long-term relationships to build on a firm understanding of donors' interests, passions, and values as they relate to the mission of the organization.
- Engage, cultivate, and deepen a constituent's relationship with DO to support the overall goals of the Advancement Office and CSO.
- Identify and reconnect unengaged constituent groups.
- Serve as liaison to DO by Identifying, engaging, and re-engaging constituents in central Ohio.

Key Responsibilities:

- Direct stewardship activities to assist with fundraising in central Ohio. The SS works closely with the CSO in all communication endeavors.

Key Responsibilities Details:

- Create, integrate, and implement short, intermediate, and long-term individual gifts from constituents.
- 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 donor requests in collaboration with the CSO.
- With the CSO and marketing team, develop briefing memos, proposals, and stewardship materials for the organization.
- Monitor weekly, monthly, quarterly, and annual organizational activity and reporting to achieve fundraising revenue goals.
- 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.

Requirements:

- Understands and supports 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.
- Kingdom and abundance-minded when working with ministry partners.
- Can work effectively with donors, volunteers, and allied organizations, many of whom may be motivated by a deep commitment to serving Jesus Christ.
- Core understanding of best practices and ability to learn quickly, including being able to implement development plans, and meet quarterly and annual goals.
- Provide attention to detail and strong project management skills.
- Outstanding communication (writing, oral, presentation) and interpersonal skills.
- Intermediate to advanced Microsoft Office Suite computer skills.
- Ability to commit to 20 hours per week.
- Must live in Ohio with the ability to meet with donors and/or prospects.
- 1+ years of nonprofit fundraising experience.
- BS/BA in business administration, marketing, communications, or equivalent field; MS/MA a plus

Salary/Benefits:

- \$45,000--\$53,000

Timeline:

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