



STEWARDSHIP DATABASE COORDINATOR

DIVISION: Stewardship
REPORT TO: Chief Stewardship Officer (CSO)
STATUS: Full-time, exempt
HOURS: Regular business hours plus some weekends and evenings for various stewardship events
PAY RANGE: \$50,000 to \$55,000 plus benefits

Organization:

In today's world, nearly 1 out of every 3 people in the world lacks access to clean water, and even more people live without safe sanitation options such as toilets or latrines. Billions of people also lack access to basic and life-saving healthcare technologies. Without access to these resources, billions of people around the world face dangerous conditions, disease, and even death.

Design Outreach (DO) exists to solve these global challenges through the development of innovative and appropriate technologies in the Water, Sanitation, Hygiene (WASH) and Global Health sectors. We do this by engineering high-quality technologies that are appropriate for the context and communities in which they are used. As a Christian humanitarian engineering organization, our vision is to see low-income and marginalized communities around the world transformed physically, economically, and spiritually. We have seen firsthand the transformation that happens in communities where LifePump, DO's flagship technology, has been operating for years without failure—evidence that appropriate and reliable technology solutions can break the cycle of poverty and open the door for the Gospel.

Design Outreach is a small team with global impact. At Design Outreach, you will have the opportunity to dive into a diverse set of projects, have high-level ownership of your work, and make a direct impact on our mission. Our team has grown from 5 to over 30 staff members in under three years and continues to expand as we strive to be the global leader in appropriate technology development.

DO's work environment is highly collaborative. Our staff work alongside, learn from, and influence subject matter experts in the implementation of life-saving appropriate technologies. In the next three years, we plan to deploy seven technologies in the WASH and Global Health sectors. In collaboration with our Gospel partners, our goal is to reach over 1,000 communities with safe water and the Gospel through LifePump.

What will your impact be? We invite you to find your purpose and live out your calling at Design Outreach. Join our team, and work alongside others who are committed to putting their faith into action!

Position:

The Stewardship Resource Coordinator will help maximize Design Outreach's fundraising revenue through managing individual, faith-based, and organizational fundraising campaigns and events in partnership with the CSO. This individual will manage the Stewardship Department's relationships with partners to coordinate accounting, reporting, recordkeeping, and other fundraising operations. The

Stewardship Resource Coordinator will build and maintain various fundraising tools that are essential to a successful development operation.

The ideal candidate is a creative, driven problem solver who has a deep understanding of the importance of quality data and efficient operations. The ideal candidate possesses good judgment; strong organizational, interpersonal, and communication (spelling, punctuation, grammar, and oral) skills; and initiative. The individual is self-motivated, detail-oriented, and desires to have fun while meeting high standards for quality of work.

Specific Responsibilities:

- In partnership with CSO, develop, implement, and ensure the success of fundraising plans to reach overall campaign and event goals.
- Assist CSO with implementing short, intermediate, and long-term fundraising strategies related to current/future funders.
- Work with team members to improve Design Outreach's Stewardship operations. Apply industry-standard best practices to analyze and develop improvements to departmental systems and processes so they can be used by all team members to improve work performance and operational efficiency.
- Ensure effective use and integrity of development and communications technology systems, including CRM (SalesForce), online giving platforms, and MailChimp.
- Implement procedures to routinely review and provide recommendations for systems that support the department; if systems are lacking or inefficient, propose and implement solutions to maximize efficiency.
- Communicate updates of departmental tools to staff through (re)training and documentation in the Stewardship Operations and Support-Raising Procedures Manuals.
- Establish and manage highly segmented reports and data files. Compile, summarize, and analyze statistical and other data and develop findings, conclusions, and recommendations for personalized engagement. Pull segmentation reports for invitations, solicitations, and communications. Develop protocols for the entry of donor attributes to allow for additional segmentation.
- Manage all aspects of fund administration, sponsorship funds, grant agreements, grant reporting, outcomes, and all relevant data.

Data Management and Reporting:

- Enhance Stewardship Department's revenue and expense forecasting infrastructure to uphold transparency. Create visual forecasting reports that enhance digestible data.
- Develop systematic reports, visualizations, and dashboards to track key performance indicators. Respond to ad hoc reporting needs of users.
- Create and implement a development auditing plan to ensure accurate demographic and gift recording processes, procedures, and documentation to ensure data integrity and data security.
- Accurately maintain the donor database and manage lists for mailings and events.
- Accurately maintain electronic mail database.

Requirements:

- Understands and supports the mission of a Christ-centered organization dedicated to sharing the Gospel by word and deed.

- Passionate about 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.
- Displays a positive attitude, shows concern for people and community; demonstrates presence, self-confidence, and good listening skills.
- Must work effectively with donors, volunteers, and allied organizations, many of whom may be motivated by a deep commitment to serve Jesus Christ.
- Experience with databases is required with a strong preference for fundraising software (SalesForce).
- Must have experience in website platforms, donation platforms, apps, software (high proficiency with Microsoft Office products is required).
- Always demonstrates professional conduct.
- Ability to commit to 40 hours/week, with availability in the evenings and weekends to support special events, accommodate volunteer/donor schedules, and ensure deadlines are met.
- Self-directed, action-oriented, detail-oriented, collaborative.
- A general understanding of fundraising and data management and a minimum of 2-4 years of professional experience in data management, office management, or administration is required.
- BS/BA in business, library sciences, or related field is preferred.

Salary/Benefits and Details:

- Competitive/commensurate with experience and other qualifications.
- Work from office in Gahanna, Ohio, with the ability to travel domestically and internationally to support events and meet with supporters and partners. (10% travel required)

Position start date is negotiable with interviews ongoing until position is filled. Please send cover letter/resume to CSO Rhonda Davis at rhondadc@doutreach.org.