



Miracle Hill Ministries, Inc.

Job Description

Job Title: Stewardship Coordinator
Department: Development
Reports To: Stewardship Director
FLSA Status: Hourly/Non-Exempt

Summary / Purpose of Position:

Manage sustaining donor relationships; manage donor renewal campaigns; ensure accuracy of donor tracking database; and produce donor reports as needed by the Development Department.

Essential Duties and Responsibilities:

- Develop and manage sustaining donor campaigns
- Cultivate event sponsorships and underwriting
- Manage donor cultivation and retention efforts
- Cultivate donor referrals and introductions
- Funding for capital projects
- Gift acknowledgements

Qualifications:

- Bachelor Degree or Equivalent Experience in Field

Certificates, Licenses, Registration: Valid SC Driver's License with a clear record able to be added to MHM insurance.

Religious:

1. Have a personal relationship with Jesus Christ expressed through a profession of faith in Christ.
2. Agree with and fully support MHM's doctrinal statement.
3. Actively participate in and continue in good standing with a local Christian church. (The church is God's vehicle of spiritual accountability. Employees must meet the expectations of their church, in areas of conduct not addressed by MHM).
4. Reflect a passion for evangelism, the homeless and the spiritual welfare of all connected to the ministry — guests, employees, volunteers, customers, and contributors.
5. Demonstrate sound judgment based on Biblical principles and spiritual maturity commensurate with the requirements for your position.
6. Exhibit Christian conduct: acting professionally and ethically, consistent with the Biblical principles of humility, integrity, and compassion. This includes:
 - a. Abstain from the use of illegal drugs or the inappropriate use of medication.
 - b. Abstain from activities or addictions that have a detrimental effect on you, guests or MHM's reputation. *Because we serve addicted guests, to keep from becoming a stumbling block (Romans 14:13-23), you are asked to restrict your freedom in the public use of addictive substances (including*

alcohol and tobacco) and in your choice of entertainment. Display tangible evidence of spiritual maturity. (Titus 2:11-12)

- c. Relationships, particularly with the opposite sex, are above reproach.
- d. Gender expression consistent with your gender at birth.
- e. Living free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships including cohabitation before marriage).
- f. Respecting the sanctity of life from conception until death in God's timing

** This is not a contract of employment and may be amended or canceled at any time, with or without the incumbent's agreement.*

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____