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
   c. ...
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: ____________________