****

Chief Stewardship Officer

**Pay Range: $90k-$120k**

**Our Mission Statement:**
“To provide through the power of Jesus Christ, a home for the homeless, food for the hungry and hope for their future.”

**Position Description**

The Chief Stewardship Officer (CSO) is responsible for the development and implementation of the overall stewardship strategy to support the organizational budget consistent with the mission and purpose of The Rescue Mission (TRM). The CSO acts as the primary strategist for giving campaigns, while providing team leadership, management, and accountability of the Stewardship Department. This position is directly responsible for leadership of the Stewardship staff and programs including campaigns, partnership development, grant procurement and management, volunteer management, events, marketing, direct mail, and public relations. The CSO works collaboratively across the organization to build a culture of philanthropy and ensure The Rescue Mission’s goals are achieved. The CSO should have the heart of a servant in accordance with Colossians 3:23 “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.

**Full-Time Benefits**

* Medical Insurance
* Dental Benefits
* Vision
* 403b Savings Plan and Generous Company Match
* Generous Paid Time Off
* Paid Holidays
* EAP (Employee Assistance Program)
* Group Life Insurance
* Supplemental Life Insurance for Dependents
* Short-Term and Long-Term Disability Plans

**Key Tasks and Responsibilities**

* Develops, executes, monitors, and evaluates the annual stewardship strategy with short and long-term goals and objectives designed to deepen ministry partner relationships and increase generosity.
* Direct reports include the Sr. Vice President of Philanthropy and the Donor Relations Team.
* Works in collaboration with the CEO, CFO, and COO to strategically strengthen and culturally align TRM’s staff to the overall missional strategies.
* Develop and oversee the segmentation process to identify, research, and cultivate ministry partners through TRM records, including current or former ministry partners, capital campaign partners, event attendees, and volunteers.
* Oversees TRM’s new CRM implementation and systems integration process.
* Oversees the development and execution of branding, marketing, social media, and other digital platforms to increase generosity, raise awareness, and foster community support.
* Further develop and shepherd the volunteer integration process to become more inclusive, align to business engagements, and maximize giving onramps to broaden the impact of TRM in our community.
* Strategically align the marketing and communications strategy with the philanthropy objectives through short and long-term goals, budgets creation, progress monitoring, and performance evaluation.
* Directs the strategy development and overall execution for major events engaging ministry partners, increasing brand awareness, and growing generosity.

Supervisory Responsibilities

* Maintain department staff by collaborating with HR to recruit, select, orient and train employees; maintain a safe, secure, and legal work environment and develop employee growth opportunities.
* Accomplish staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and leading employees; coordinating and enforcing systems, policies, procedures, and KPIs.

**Other Duties**

* Attend quarterly All Staff meetings.
* Job performance should demonstrate The Rescue Mission’s Core Values; Integrity, Unity and Effectiveness.
* Be prepared to pray with and offer spiritual support to others.
* Perform other job-related duties as assigned.

**Education Training and Experience**

* Minimum of 7-10 years of senior level fund development experience required.
* 7-10 years progressive management/leadership experience in business, or non-profit setting, including director or VP level responsibilities.
* Baseline certification in fundraising, CFRE (Certified Fund-Raising Executive), or equivalent experience required.
* Proven experience in leading people and managing systems to achieve fundraising goals and substantial increases in revenue while cultivating a work culture that is high performing, developmental, innovative, creative and inspiring.
* Direct experience working with nonprofit boards preferred.
* Demonstrative success in conducting initial outreach to prospective supporters, arranging for organizational leadership to meet with prospective supporters and successfully preparing them for the meetings.
* Demonstrative success generating increased giving from individual ministry partners, both major investors and annual appeals through a coordinated strategic approach.
* Experience with ministry partner portfolio management including upgrading investors.
* Hands-on experience with CRM databases/software.

**Knowledge Skills and Abilities**

* Excellent writing skills, especially for grant proposals, reports, and related fundraising materials.
* Knowledge of and experience with marketing and public relations activities.
* Ability to think creatively about how to effectively engage new ministry partner audiences.
* Strong oral communication skills, relationship building and people skills with the ability to proactively share information and communicate effectively with diverse audiences.
* Honed organizational skills and ability to manage multiple deadlines simultaneously.
* Knowledge of planned giving, capital campaigns, and experience with online fundraising preferred.
* Ability to identify and resolve problems in a timely manner, developing solutions, working well with group problem solving and using sound reasoning.
* Possess a high degree of emotional intelligence with experience demonstrating discretion and holding sensitive and personal information in confidence.

**Interested candidates can apply through our website www.fwrm.org/careers.**