Stewardship Coordinator

Department: Office of Advancement

Reports To: Stewardship Manager

Position Summary: This position is responsible for providing the Office of Advancement with administrative and operational support in the following areas: stewardship, donor relations, and other University’s fundraising initiatives that the Stewardship Manager supports.

Essential Responsibilities:

Donor Relations and Stewardship
- Provide support for stewardship programs and initiatives
- Assist in planning and execution of stewardship and donor cultivation events, as well as special and signature events support
- Work collaboratively with Stewardship Manager and other Advancement Team members to provide support for Giving Society communications and stewardship
- Prepare and execute communication to donor constituencies
- Provide support for donor requests and inquiries

Fundraising Initiatives
- Prepare reports, metrics, charts, illustrations as it relates to donors and giving information
- Assist with meeting preparation for active fundraising initiatives

Administrative Support for the Office of Advancement
- Support the Office of Advancement, which may include meeting preparation, material preparation, room set-up, recording meeting minutes, follow up work, correspondence
- Provide support for social media strategy, content development, and execution
- Other duties as assigned

Essential Qualifications:
- Bachelor's degree required.
Experience with and references that affirm accuracy and attention to detail, including the ability to prioritize and work independently as well as collaboratively, responsibly, and meet deadlines.

Well-developed interpersonal skills and written skills.

Familiarity with fundraising is desirable.

Ability to apply an ethical code and good judgment, and to handle confidential materials and situations with highest sensitivity and discretion.

Advanced knowledge of Windows and Microsoft Office as well as an ability to use electronic databases and conduct sophisticated internet-based research. Raiser’s Edge experience strongly preferred.

Knowledge of social media platforms and trends

Creative and flexible research skills with ability to analyze, interpret, summarize and present information effectively.

Personal commitment to North Park’s mission of Christian higher education.

**Effective Date:** August 2021

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*