

Position: Stewardship Coordinator

Reports To: Director of Development

Status: Full Time- Exempt

Schedule: M-F 9am-5pm; some nights, weekends, and holidays required

Salary: \$40,000

Role Summary

The Stewardship Coordinator supports the Development team through the management of stewardship, engagement, and fundraising initiatives to meet fundraising goals and sustain the organization's mission.

Essential Duties:

Development

- Accurately records and acknowledges all gifts and possesses the authority to accept gifts on behalf of the Academy
- Maintains accurate constituent and donation records to facilitate reporting and auditing, including annual Membership, capital and endowment campaign pledges and payments
- Serves as the Development department's primary expert for the CRM system, including its infrastructure, protocols, gift processing and report configuration; provides reports to Development team and organizational leadership as needed
- Prepares and sends all gift acknowledgments and Membership information to donors
- Creates multi-channel engagement plan to steward donors and celebrate giving to ACOA, supporting high donor retention and increased giving
- Works with Senior Director of Advancement and Director of Development to plan and execute all aspects of special fundraising events and initiatives, such as the annual Gala, spring events, and other strategies to engage, solicit, and effectively steward donors
- Serves as staff liaison to the Board of Directors
- Performs essential tasks including filing, maintaining department supplies, stationery inventory, and other items needed to communicate with Members and supporters

Continuously strive to enhance awareness and connectivity to the ever-evolving programs and ways the organization delivers its mission to the community in order to aid storytelling about the organization, solicitation, stewardship, and connectivity to all organizational stakeholders and constituents.

Preferred Qualifications:

- Minimum Bachelor's degree or equivalent work experience in nonprofit fundraising
- Knowledge of basic accounting principles and database architecture
- Exercises superior discernment and employ the highest levels of confidentiality and discretion regarding donor information
- Skilled in the use of Microsoft Word, Excel, Outlook and PowerPoint
- Ability to communicate clearly and professionally in oral and written forms
- Event planning or related professional experience preferred
- Ability to handle multiple tasks and work within deadlines
- Knowledge of Lynchburg community is preferred

To apply for this position, please submit resume, cover letter, and three references to Tom Bentson at tbentson@academycenter.org