

Director of Giving and Stewardship

We are looking for qualified applicants to join our team. To apply, please email the following to Barbara Eichelberger at barbarae@fpcjackson.or

- Resume or CV
- Cover letter with the following information:
 - your Christian testimony (250 words or less)
 - explanation of how your skills and experience (directly or indirectly related to fundraising) would serve you in the role of Director of Giving and Stewardship at First Presbyterian Church (250 words or less)

Goals of Director of Giving and Stewardship

- Create a spirit of generosity among members of FPC and individuals affiliated with FPC, FPDS, and Twin Lakes
- Assist members of FPC to be better stewards of their financial resources
- Communicate an inspiring vision and tangible needs in an organized and thoughtful way to Church members, Day School families, and Twin Lakes supporters
- Eliminate silos and increase communication among ministry staff and officers at FPC, FPDS, and Twin Lakes
- Ensure that FPDS and Twin Lakes can be financially strong to both flourish and excel and yet remain affordable for children and families from all backgrounds
- Oversee the creation of an Annual Report for FPC (and perhaps subsequently for FPDS and Twin Lakes) reflecting the effective use of ministry funds

Principal Accountabilities

The Director of Giving and Stewardship will educate and invite members of FPC, and individuals associated with FPC, FPDS, and Twin Lakes to partner in meeting the tangible financial needs of these institutions with a focus on fulfilling the mission of FPC, which is to glorify God by making disciples in our neighborhood, our communities, and the world.

- Responsible for planning, implementing, directing, and evaluating the overall Stewardship programs for FPC and its ministries – FPDS and Twin Lakes
- Work with the Giving and Stewardship Committee to support and coordinate all direct solicitation, grants, capital campaigns, and annual fundraising drives while clearly communicating needs to the congregation, FPDS families, and friends, and supporters of the ministries of Twin Lakes
- Develop and maintain ongoing relationships with donors and prospective donors

Responsibilities and Duties

- Develop and implement creative ways to engage the congregation, FPDS families, and Twin Lakes supporters in supporting the mission of FPC
- Implement and strengthen a system for effective communication and cooperation among these ministries

- Create and execute a strategy for a large, sustained base of individual donors
- Establish short and long-range goals for donor-designated funds as well as unrestricted funding sources
- Be responsible for the development/revision of all donor-focused material copy and for working in collaboration with the Church's graphic designer or an outside third party as appropriate
- Oversee the implementation of third-source funding programs including grants, bequests, endowments, and planned giving.
- Oversee and maintain the donor database and the staff responsible for the data entry and gift processing.
- Oversee, plan, and execute and special events related to fundraising.
- Cultivate donors by producing specialized correspondences, preparing letters of acknowledgment, and scheduling in-person visits
- Work with the Church's Director of Accounting on all financial reporting.

Qualifications

- Bachelor's degree required
- Three years of management, non-profit, or fundraising experience preferred
- Excellent research, organizational, and communications skills with demonstrated ability to write clearly, concisely, and persuasively
- Strong interpersonal and networking skills
- Experience and comfort working with a management team and a board of directors
- Problem-solving skills, creativity, and a desire to contribute meaningfully to the missions of the FPC, FPDS, and Twin Lakes
- Being a member of FPC strongly preferred
- Have a heart for giving and stewardship