



St. Paul's Episcopal Church

Director of Stewardship

Ministry Area: STEWARDSHIP, DEVELOPMENT, PLANNED GIVING

Reports To: RECTOR

Working Hours: M-Th 8:30-4:30 | F 8:30-3:30 | Flexibility required to accommodate events

Salary: Compensation conversation begins at \$90k with consideration given to experience, including full benefits and pension

General Purpose: Support the mission and ministries of St. Paul's through the professional administration of the church's development, stewardship and communications ministries.

General Responsibilities:

- Coordinate the design of an overall stewardship strategy in accordance with St. Paul's fundraising goals.
- Execute the annual stewardship plan with staff, Vestry and volunteers, including donor identification, cultivation, solicitation and recognition.
- Create a donor culture by taking the lead to engage all staff and vestry members as well as focusing members and volunteers on fundraising goals and activities.
- Participate in department budgeting and monitor progress against goals, including producing monthly reports and analyses of statistics for purposes of tracking and monitoring results, and improving performance.
- Direct and expand St. Paul's Planned Giving initiative, including coordinating prospective planned gift donors, volunteer committee members, and activities related to cultivation and solicitation.
- Coordinate and manage all online gifts and funds as deemed appropriate with other stewardship efforts, including but not limited to ECW fundraising, Easter Offerings, Summer Enrichment fundraisers, etc.
- Partner with the Director of Communications to develop annual and ongoing stewardship communications by mail, email, social media, and newsletters, including donor stories whenever possible in messaging for these communications and on the website.
- Recruit and manage annual stewardship chairs in conjunction with the Rector.
- Enlist and manage annual stewardship volunteer committee.
- Oversee the planning and implementation of stewardship events, including monthly Gratitude Gatherings, Listening Lunches with Rector, Parish Fair, Campaign Closure Celebration, and others as created.

- Manage and oversee donor database to ensure that gifts are entered correctly, and donor information is current.
- Track and supervise all special giving at St. Paul's. This includes, but is not limited to, memorial gifts, Easter Memorials, Christmas Memorials, and matured planned gifts.
- Coordinate and direct the parish fair in August.
- Perform other job activities as directed by the Rector.

The qualified candidate will be a data-driven and donor-centered fundraiser who thrives in a highly cross-functional, flexible, and relational culture. Essential experience includes working with volunteer leaders and high-level prospects.

The ideal candidate will have:

- Understanding of the Winston-Salem community
- At least three years of proven fundraising experience
- Knowledge of and appreciation for church and church culture
- Bachelor's degree in a related field or equivalent
- Donor database experience preferred with familiarity in ACS being highly desirable
- Proficiency in Microsoft Word, MS Excel
- Ability to learn new applications quickly

Crucial knowledge and skills for this role include strong interpersonal and written/verbal communication skills; flexibility as a team player who believes in excellent customer service; the ability to manage multiple projects, to work independently and to take initiative on new projects; a high degree of organization and attention to detail; and discretion in handling confidential information. Strong project management skills are essential.

About St. Paul's:

"A House of Prayer for All People"

These words are carved in stone over our front door, and they encapsulate the mission St. Paul's is trying to live up to every day. We believe that "all" means "all," and as a result, what you will find here is a really diverse group of people. The congregation at St. Paul's comes from different upbringings, socio-economic backgrounds, denominational histories, political opinions, ages, ethnicities, identities, and college basketball allegiances. What this makes St. Paul's is a really big tent. Yet, the thing that unites us in all that diversity is the lordship of Jesus Christ and our common worship.

Leading this community is a staff team of talented people who work hard to cultivate a healthy work culture of collaboration, excellence, rest, and joy. We need someone to join us who knows how to be playful and professional, sweats the details, and likes to laugh.

[APPLY HERE](#)

St. Paul's Episcopal Church is working with Capital Development Services (CapDev) to conduct a search for this position. Candidates are required to submit a cover letter and a resume. All materials will be kept confidential. Additional inquiries may be directed to search@capdev.com.