



ST. JAMES PARISH

STEWARDSHIP MANAGER

HOURS: 30 – 40 hours with benefits (hybrid work environment)

REPORTS TO: Rector of St. James Parish

JOB SUMMARY: Support the mission, vision and ministries of St. James Episcopal Church through the professional administration of the church's development and stewardship ministries.

GENERAL DUTIES:

- Coordinate the design of an overall stewardship strategy in accordance with St. James' strategic plan and fundraising goals.
- Execute the annual Stewardship plan with staff, Vestry and volunteers, including donor identification, cultivation, solicitation, and recognition.
- Work as staff liaison, with Rector, to the St. James Foundation.
- Assist in vision, facilitation and implementation of capital campaign (2025)
- 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.
- Direct and expand St. James Planned Giving initiatives including coordination of prospective planned gift donors, volunteer committee members, and activities related to cultivation and solicitation.
- Partner with Clergy, Director of Communications, Stewardship Committee and volunteers 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 the annual stewardship volunteer committee.
- Oversee the planning and implementation of stewardship events.
- Working with the Director of Finance and members of the Stewardship Committee, develop and implement an acknowledgment process to thank donors personally and individually for their support of St. James Parish.

- Participate in oversight of donor database in collaboration with the Director of Finance.
- Track and supervise all special giving at St. James. This includes but is not limited to memorial gifts and bequests.
- Perform other job activities as directed by the Rector.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- The candidate will be a metrics-driven and donor-centered fundraiser who thrives in a highly cross-functional and relational culture.
- Experience includes at least three years working with volunteer leaders and high-level prospects in fundraising or marketing
- Faith-based philanthropic experience is a plus. Understanding and utilizing language which honors and encourages financial giving as a spiritual practice will be essential.
- Crucial knowledge for this role includes 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.
- Candidate must demonstrate proficiency in Microsoft Word, MS Excel, Google Suite, spelling and grammar. Donor database experience preferred.

St. James Parish does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, or other legally protected characteristic or status.

Capital Development Services (CapDev) has been retained by St. James Parish to assist with professional recruitment. Candidates should include a cover letter and a resume. All materials will be kept confidential. Additional inquiries may be directed to Amy Bridges at search@capdev.com

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