



## **Job Description**

<b>Job Title:</b>	Stewardship Coach
<b>Department:</b>	Transformational Stewardship
<b>Job Category/ FLSA Status:</b>	Fundraising/Exempt
<b>Accountability:</b>	Special Assistant to the President for Transformational Stewardship
<b>Authority:</b>	As Assigned

**Position Description:** The Stewardship Coach will be responsible for serving the college's ministry partners helping them become the most effective stewards possible of the material resources God has entrusted them to manage. A Stewardship Coach will help ministry partners discover the most effective ways to support the college as well as other the ministries they also support, enabling them to give vastly more to advance the Kingdom that they ever thought they could.

The principles and practices of the Stewardship Coach is described and modeled in the book, "[Accessing the Kings Treasury: A Biblical Blueprint for Kingdom Fundraising.](#)"

### **Major/Essential Functions:**

- Cultivate a personal and spiritual relationship with the college's highest capacity ministry partners.
- Seek to locate other high capacity families who could be served by initiating and building a strong stewardship relationship with them.
- Invite key ministry partners to stewardship briefing events where they can hear about new and innovative ways to support the Kingdom of God generally and the college specifically.
- Introduce these high capacity ministry partners and potential ministry partners to the experts and resources needed to optimize their Kingdom impact now and in the future.
- Continue to cultivate and maintain these relationships, long term, to encourage and support them in their personal stewardship and the future deployment of additional Kingdom resources.

### **Duties/Responsibilities:**

- Collaborate with the Transformational Stewardship team and the Special Assistant to the President for Transformational Stewardship to carry out the objectives of serving the college's highest capacity ministry partners.
- Ensure that all fundraising practices are in accordance with the Scriptures and practices outlined in "Accessing the King's Treasury."
- Actively participate in ministry partner events in extending invitations and event participation.
- Keep accurate records of all ministry partner calls and the outcomes of all visits.
- Develops and manages timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.

- Do the necessary research on potential ministry partners to best determine how we can best serve them in the stewardship of God's resources they manage.
- Maintain an abundance mentality regarding fundraising, not a scarcity mentality.
- Focus on what the college can GIVE to our ministry partners, not what we can GET from them.
- Prepare regular reports on ministry partner progress,.
- Monitor and report on budgets, receipts and expenditures related to your stewardship activities expenses as incurred.
- Build relationships with community stakeholders to help enhance the colleges' ministry in the area.
- Perform all related duties as required.

### **Qualifications:**

#### **Required:**

- Bachelor's degree from an accredited institution of higher education and five years of experience in fundraising, financial services, or ministry.
- Demonstrated history of success in one of the above fields
- Valid driver's license.
- Is a committed Christian, active in a local church.
- Agrees with the core doctrinal position (items 1-8) of the college.

#### **Beneficial:**

- Certified Fund Raising Executive (CFRE) credential.
- Qualified Kingdom Advisor (QKA)
- Ordained pastor or minister

#### **Personal characteristics:**

- Creativity/Innovation: Develops new and unique ways to improve or enhance his role and/or the department.
- Ethical Standard: Understands ethical behavior and business practices and ensures own behaviors are consistent with these standards.
- Build Relationships: Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicates Effectively: Speaks, listens and writes in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Focuses on Ministry Partner's Needs: Anticipates, understands, and responds to their needs to meet or exceed their expectations of how they might benefit from their relationship with a Stewardship Coach.
- Fosters Teamwork: Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

#### **Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):**

- Ability to maintain the highest levels of confidentiality.
- Ability to understand the needs and interests of leadership and ministry partners to develop relationships between them and the college.
- Ability to assess situations, tools, and services to determine appropriate solutions or courses of action.
- Ability to manage multiple projects simultaneously while never losing site of the ultimate objective of their ministry.
- Ability to interact with diplomacy and tact amid influential clients and diverse groups.

- Ability to maintain healthy and productive relationships with significant, influential individuals.
- Ability to empower and motivate people to make strategic major gifts.
- Ability to adapt and respond to various situations.
- Ability to lead, work both in a team setting and independently.
- Knowledge of the basic understanding of the many different gift planning tools.
- Knowledge of the biblical approach to raising funds for the Lord's work.
- Excellent interpersonal skills and a demonstrated record of completing assignments.
- Excellent interpersonal/human relations skills.
- Excellent verbal and professional written communication skills.
- Proficiency in use Microsoft Word and Excel, PowerPoint, Internet, CRM Software

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Performance relative to annual performance reviews related to competencies and goals.
- Achievement of established goals and effective reporting of outcomes compared to goals relative to events and activities and ongoing weekly, monthly and annually.
- Preparation and submission of weekly, monthly and annual reports as required.

**Mobility/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Normal office and/or remote work environment.
- Travel as required for fund raising, development and maintaining relations with friends of CBS and the community.
- Ongoing evening and weekend events and interactions will be required throughout the year.

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.