



101 Jackson Street NE  
Atlanta, GA 30312

## **Director for Stewardship and Development Job Description**

The Director for Stewardship and Development will oversee and lead all of Ebenezer's stewardship and development activities. This includes serving as the lead staff person to the Church's annual Stewardship Campaign, \$15M Capital Campaign, and fundraising infrastructure development. Reports to: Executive Pastor

### *Essential Functions*

Oversee and lead the planning and implementation of fundraising strategies for Ebenezer's Annual Stewardship Campaign; *The Fierce Urgency of Now* Capital Campaign, which includes both external and internal (One Ebenezer Generosity Initiative) elements; and Ebenezer's Affiliates – The MLK Sr. Community Resources Collaborative, Ebenezer ACTS, and the Ebenezer Building Foundation.

The Director for Stewardship and Development will:

- Lead the development, implementation and evaluation of all fundraising and stewardship strategies, in consultation with the Senior and Executive Pastors and specialized ministries.
- Develop and steward the pipeline of Ebenezer's major donor prospects.
- Maintain a personal portfolio of major donors, cultivating, soliciting, and closing their gifts.
- Assist the Senior and Executive Pastors in preparing for their own major gift solicitations, as needed.
- Oversee prospect research, by conducting research and coordinating or managing others performing this function.
- Serve as the lead staff person to the volunteer committees engaged in stewardship and development.
- Ensure the timely, accurate acknowledgement of all donations and pledges.
- Align fundraising strategies with ministry and programmatic priorities.
- Assist the Executive Pastor in managing budgets related to fundraising strategies and initiatives.
- Assist in planning and executing donor events and in timely follow-up.
- Manage Capital Campaign consultants.

Fulfill the One Ebenezer Generosity Initiative and enhance generosity throughout the Church.

- Manage the pledge fulfillment process of the internal campaign.
- Expand the number of commitments.
- Lead in spreading a culture of generosity in the Church.
- Support expanded giving especially unrestricted and undesignated gifts.

Oversee the process of charitable income, recording, tracking, and managing related data:

- Ensure the timely and accurate entry of all unrestricted and restricted pledges and cash gifts.
- Work with CFO to ensure the alignment of income through regular reconciliation meetings between Stewardship and Development and Finance

- Manage the process to distribute individualized quarterly giving reports to givers.

Maximize data collection and donor/member record management.

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- Develop and maintain Ebenezer's fundraising database.
  - Coordinate and track all fundraising efforts including donor meetings, outcomes, and next steps; gift, pledges, and pledge reminders to unrestricted and restricted funds; grant/gift submission, reporting requirements, deadlines, schedules, and agreements.

Manage individual and institutional requests, grant proposals and report writing.

- Serve as the final editor for all funding requests, proposals, concept notes and reports.
- Prepare, write, and edit funding proposals and reports as needed.
- Interface with Finance, Ministry, and Program staff to ensure that program and financial content are aligned with grant expectations.
- Manage and administer schedules, deliverables and contracts for proposal and report writing consultants.
- Coordinate with Ebenezer Communications to support all generosity and fundraising initiatives.

Manage the fiscal aspects of this area of Ministry.

- Develop and manage the annual Stewardship and Development budget.
- Assist the CFO in projecting contributed income for each fiscal year and for regular financial forecasting.

Supervision

He/she/they will supervise the following staff and consultants:

- Member Services and Financial Data Associate
- Capital Campaign Consultants
- Proposal and report writing consultant.

Take on additional tasks as assigned by the Senior Pastor and/or Executive Pastor

Experience and Qualifications

- At least five years of experience in fundraising, membership, or institutional grant seeking.
- Management of grants and donations through a CRM
- Proficiency in developing and writing funding proposals and reports.
- Excellent writing and communication skills
- Experience collaborating with volunteers and/or board committees.
- Strong organizational and project coordination skills
- A team player accustomed to working with cross-functional teams.
- Successful experience generating revenue for faith-based institutions.
- Planned giving and campaign expertise is preferred.

**Email Resume To: [Careers@ebenezeratl.org](mailto:Careers@ebenezeratl.org)**