

CHURCH *of the* INCARNATION

3966 MCKINNEY AVENUE • DALLAS, TX • 75204

ASSOCIATE FOR STEWARDSHIP

MISSION STATEMENT

Church of the Incarnation is committed to building Christ's kingdom by worshipping God in the Great Tradition of the Church, making disciples of Jesus Christ, serving the poor, and raising up leaders for the renewal of the Church locally and globally.

OVERVIEW

It is important that the Associate for Stewardship understands and believes that fundraising is a ministry and serves as a way of inviting people into the mission of this church. The Associate for Stewardship should possess excellent communication and customer service skills, maintain confidentiality at all times, and should excel at building relationships. Key responsibilities include implementation of annual and planned giving campaigns; helping create and distribute marketing, communication, and recognition collateral; working with a high degree of detail, organization, and independence and being responsible for monitoring all giving transactions and reporting pertinent information to leadership. Must be available some nights and weekends—especially during the fall stewardship season.

ADMINISTRATIVE RESPONSIBILITIES

- Schedule team, board, and committee meetings as requested and produce/circulate packets
- Steward program budget, proper coding, and reports including but not limited to creating P.O.s, ensuring all vendors and bills are paid, and submitting check requests
- Manage and execute mailing of quarterly and annual giving statements
- Work with parishioners in customer service role on giving website: field calls to update credit cards, change giving amounts, or change giving year
- Use facility management software to book all spaces and people management software to track all parishioners as necessary for all major projects and events
- Execute donor recognition program for annual and planned giving
- Oversee the creation, approval, and installation of all donor plaques
- Manage digital and physical files

COMMUNICATION AND REPORTING

- Master the giving capacity software to create a strategic analysis of donor giving trends, giving thresholds, and interpret trends and patterns in complex data sets
- Work with leadership team to create a prioritized list of reporting needs for annual giving campaigns and planned giving initiatives (first-time givers, lapsed givers, recurring givers, pledgers, etc.)
- Serve as the church staff liaison and manage communication with The Incarnation Foundation Board including but not limited to preparing and circulating notes, documents, and minutes from committee and board meetings to relevant members
- Assist church ministry departments to prepare grant requests to The Incarnation Foundation
- Support content creation and generate new ideas for meaningful stewardship timelines and actions

MAJOR PROJECTS AND EVENTS

- Assist in the creation and manage the execution of annual giving campaign including but not limited to theme, desired assets, recipient lists, distribution, and follow up
- Execute stewardship receptions and events including but not limited to assembling invitation lists, for approval, mailing invitations, room or location set-up and reservation, entertainment, décor, nametags, seating charts, and being the point of contact on food, beverage, and logistics for all events
- Execute and run point on approved events for The Incarnation Foundation
- Assist with planning and execution of RADVO international conference (every 2 years)

INTERPERSONAL SKILLS AND REQUIREMENTS

- Accurate, Organized, Adaptable, Thorough, Confidential, Proactive, Diplomatic, and Dependable
- Bachelor's Degree
- Excellent communication and interpersonal skills
- Outstanding knowledge of Microsoft Office suite
- Knowledge of and experience with CRMs, giving platforms, and facilities management software

HOURS

Full-time (including some evening events and some Sundays)