

JOB TITLE: Stewardship & Grants Coordinator
REPORTS TO: Sr Major Donor Officer
DEPT: Development

STATUS: HOURLY/NON-EXEMPT
SCHEDULE: 40 hours/week
REVISED: 7/30/2024

Winston-Salem Rescue Mission (WSRM) is helping our hurting neighbors find hope and healing through the transforming gospel of Jesus Christ. WSRM considers every position one of ministry and a vital and valued part of our staff. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

The Stewardship & Grants Coordinator will work closely with the Senior Major Donor Officer to secure gifts for the Winston-Salem Rescue Mission. This role involves cultivating, stewarding, and retaining mid-level donors while identifying those with the potential to increase their level of giving.

In addition, the position is responsible for aspects of the grant program including performing research of potential funding sources, gathering internal data, writing grant funding proposals, tracking grant awards, and completing reports for grantors.

Cultivation, stewardship, and retention activities will focus on these key groups:

- Mid-level donor relationships
- Grant and special project funders, including foundations, corporate donor, and churches

DUTIES AND RESPONSIBILITIES:

Primary Activities

Stewardship / Individual Giving

- Implement and coordinate a year-round stewardship program to help guide mid-level donors to deeper levels of funding and engagement with WSRM
- Engage one-on-one with donors daily, primarily through personalized phone calls, handwritten notes, and emails, fostering impactful connections that help mid-level donors grow into major donors
- Analyze donor database for trends in giving and opportunities to grow donor support

Grant Writing

- Conduct thorough research to identify potential funding opportunities
- Write and edit grant proposals, ensuring they are compelling, persuasive, and meet the grantors' requirements
- Collaborate with program managers and other staff members to gather necessary information for grant applications
- Develop and maintain a comprehensive understanding of our organization's programs and initiatives
- Monitor and track grant deadlines and reporting requirements
- Maintain accurate and up-to-date records of all submitted and awarded grants, as well as received funds
- Collaborate with finance department to ensure accurate financial reporting for grant applications
- Coordinate site visits when requested by grant funders

Secondary Activities

- Support members of the Development department as assigned.
- Conduct donor tours of the facility
- Assist as needed with fundraising events, including donor appreciation events

EDUCATION/EXPERIENCE:

- Minimum 4-year college degree required. A degree in a related field (such as Nonprofit Management, Marketing, English, Journalism, Public Relations, Communications, Psychology, etc.) would be an asset for this position.
- 1-3 years previous donor development experience required. Equivalent sales or marketing experience may be considered in lieu of donor development experience.

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Strong interpersonal skills and the ability to work effectively with a wide range of constituents in a diverse community.
- Exceptional ability to communicate professionally and effectively, both verbally and in writing.
- Ability to develop strong individual and corporate relationships.
- Ability to ask for financial contributions, in-kind support and services on behalf of the ministry, including identifying and securing gifts of non-traditional assets and/or gifts from alternative funding/revenue sources.
- Strong organizational and interpersonal skills; team player.
- Must be a self-starter, able to plan and organize work independently and enjoys calling donors, developing relationships, and soliciting donations.
- Ability to analyze information accurately, with strong attention to detail.
- Ability to travel as necessary.
- Proficient in Microsoft Excel and Word, database entry, and email.
- Ability to multi-task effectively, prioritize work, problem solve, and actively seek input.

WORKING CONDITIONS/PHYSICAL FACTORS:

The work is typically performed in an office environment while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, weighing up to 25 pounds, and uses equipment requiring a high degree of dexterity. Work environment may vary based on events and will include working outdoors (occasionally) and potentially in inclement weather.

EQUIPMENT/TOOLS USED:

- Computer and related software
- Copier/Scanner/Printer
- Microsoft Office
- Database software

Employee Signature

Date