



## Job Opportunity

# Associate Director of Stewardship & Acknowledgement

<b>Location</b>	Remote within the US
<b>Type</b>	Salaried, Full-time
<b>Supervisor</b>	Sr. Director of Philanthropy

## JOB PURPOSE

This position is responsible for designing, implementing, and coordinating the organization-wide comprehensive donor relations and stewardship system that appropriately and consistently promotes interaction with and recognition of donors at all levels. In addition, the position must sustain positive and rewarding relations between the organization and its donors; work with the Directors of Major Gifts and Sr. Directors of Philanthropy to determine the best strategies for effective acknowledgement of donors; maintain ongoing and active network with internal and external constituencies; and advise and support the facilitation of recognition activities. This position has a both a solid line of report and a dotted line, working as a member of a team.

## CORE CHARACTERISTICS

These principles guide and identify us as colleagues and representatives of Living Water:

- Honor God
- Develop People
- Pursue Excellence
- Be Good Stewards

## KEY TASKS AND RESPONSIBILITIES

- Establish and manage information tracking processes regarding acknowledgement, recognition, on-going communications, and continued cultivation of past and current donors to enhance their relationship with Living Water International and increase the likelihood of continued contributions.
- Develop and assesses policies and procedures that are essential for a comprehensive donor relations program.
- Independently implement and execute those policies and procedures
- Design, document, and implement a systematic and integrated donor activation and relations program.
- Maintain a portfolio of mid-level donors and develops and executes their solicitation and cultivation.
- Manage the donor and prospect pipelines for his/her assigned team ensuring that the Directors of Major Gifts and Sr. Directors maintain a steady supply of 'At Bat' and 'On Deck' names.
- Responsible for devising and using consistent, accurate, and appropriate information-sharing mechanisms such as Impact Reports for stewarding prospects and donors.

- Proactively support the stewardship responsibilities of the Directors of Major Gifts by assisting them in establishing and coordinating individualized stewardship plans for donors.
- Work collaboratively with the team to compose letters, compile appropriate invitation lists, engage featured program participants, create programs, and provide program materials, prepare program scripts and participant remarks (as needed) and create and/or obtain donor awards and recognitions.
- Coordinate with the assigned Sr. Director of Philanthropy to maintain consistent contact with the most significant donors.
- Oversee the creation of the annual report in collaboration with the Marketing & Communications Team as it relates to donor recognition.
- Draft annual donor solicitation appeals.
- Draft donor acknowledgment letters.
- Provide writing and editorial support for the organization's stewardship and donor communications efforts, such as gift agreements or letters of intent, gift renewal letters, special communications, and stewardship plans.

## EDUCATION / EXPERIENCE / SKILLS

- Bachelor's degree required or 5 years relevant experience
- Minimum of 4 years donor relations experience
- Major Gift solicitation experience preferred
- Strong management, planning, and project management skills related to monitoring progress to goal, developing plans and timelines, and measuring success for multiple donor portfolios
- Experience working with sophisticated donors and prospects, and strong skills in interpersonal relations and communications in all modes.
- Experience managing a donor database or CRM, including gift processing staff, processing systems, reporting, and financial reconciliation.
- Microsoft Office proficiency required
- Experience working with high-level volunteers
- Ability to work collaboratively in a mission-driven, team-oriented department
- Strong planning and organizational skills

## More about Living Water

Living Water International exists to demonstrate the love of God by helping communities acquire desperately needed clean water and to experience “living water”—the gospel of Jesus Christ—which alone satisfies the deepest thirst. We mobilize churches and communities through water access, sanitation, and hygiene (WASH) interventions to increase the physical, spiritual, and social wellbeing of the most vulnerable in communities around the world. With over 300 global staff, we currently work in 18 countries and have provided access to safe water to nearly 6.5 million people.

## We Offer

- Generous PTO, vacation, and holidays
- Retirement/403(b) with match
- Medical, vision and dental benefits
- Group Life, STD, LTD and AD&D (Employer paid)
- Opportunities for professional development
- Spiritual care and formation program
- Employee assistance program
- Casual dress code