



Care and Share Food Bank for Southern Colorado

Division/Department: Development

Location: Colorado Springs

Job title: Stewardship Coordinator

Reports to: Individual Giving Director

Status:
Salary

Type of position:
☒ Full-time
☐ Part-time
☐ Contractor
☐ Intern

Hours: 40hrs/week
☒ Exempt
☐ Nonexempt

Position Summary:

Responsible for implementing an institution-wide donor relations and stewardship plan that appropriately and consistently promotes interaction with and recognition of donors at all levels. Works to foster lasting relationships between Care and Share and the philanthropic community, promoting positive attitudes toward giving among current and prospective donors. Interfaces directly with donors and donor prospects which can include individuals, corporations, and foundations. Skilled in donor research and data mining to inform strategies to cultivate, retain, and re-engage donors. Candidates who multi-task effectively and have strong communication, organizational, and time-management skills might be a good fit for this opportunity with growth potential

Duties and Responsibilities:

- Manage donor acknowledgement process for Colorado Springs. Work closely with Donor Services Coordinator to ensure prompt responses to all gifts.
- Actively solicit, call on, engage and steward donors leading to increased contributions and engagement.
- Manage Feed Our Neighbors Circle donors (recurring gifts).
- Develop process for acknowledging first time donors to improve retention rates with these donors.
- Work to improve overall donor retention rates by analyzing lapsed donors.
- Partner closely with the Community Engagement Director to develop strategy for cultivating volunteers and food drive corporations into financial donors.
- Directly manage and solicit corporations and local businesses by identifying prospects with potential as well as new donors to Care and Share. Cultivate and steward these and other corporate investors.
- Work closely with the Grants Coordinator when a corporation has a charitable foundation.
- Regularly attend networking events (Chamber, etc.) and luncheons to steward new companies and relationships.
- Run reports and analysis within Raisers Edge.
- Research donor prospects and provide detailed briefings for meetings with prospective donors.
- Keep Chief Philanthropy Officer and Individual Giving Director informed about donors that need to be developed.
- Know, interact with, and cultivate individual donors.
- Coordinate in-house mailings focused on the Colorado Springs community and provide recommendations and strategies for continuous improvement.
- Responsible for receiving and processing daily financial donations received by mail, in person or drop-off.

Work experience requirements:

- Bachelor's degree preferred
- Deep familiarity with the Colorado Springs community
- Exceptional written and verbal communications skill set
- Experience with donor research and data mining
- Two years of experience in donor relations or customer service
- Excellent organizational skills
- Extreme comfort with calling donors and engaging over the phone
- Ability to adapt quickly to ever-changing organizational circumstances and needs
- Outstanding follow-through skills
- Valid Colorado Driver's license and reliable transportation.
- Raisers Edge experience preferred
- Strong command of Microsoft suite of programs (Excel, Word, Outlook, Publisher, PowerPoint)

Employee Signature:
Date:

By signing, I confirm that I have read and reviewed my job duties and responsibilities and am in agreement that the description is an accurate representation of my job function.