



Position Description

Stewardship Coordinator

The Sharing Center was established in 1986 to serve our community in need with life's basic essentials and with the mission, through Christ, we provide dignified solutions for those experiencing poverty and homelessness. The Sharing Center is currently seeking a Stewardship Coordinator to join the team. This role will report to the Marketing & Philanthropy Manager.

Overall Responsibility: The Sharing Center is seeking a Stewardship Coordinator to support the organization's strategic initiatives for brand awareness, donor stewardship, and acquisition/retention/renewal efforts. The ideal candidate should be extremely detail and process oriented, have an ability to work on various projects at the same time and be adaptable.

Responsibilities include:

- Responsible for all supporter data management functions including:
 - Data entry, reports, queries, receipts, and other associated functions
 - Ensures prompt and courteous communication with all supporters including proper receipting and appreciation
 - Assists with web-based giving and all aspects of data entry and reporting
 - Assists with marketing and fundraising campaigns
 - Provides event planning support as it pertains to donors
 - Monitor day-to-day usage of the database. Conduct regular data auditing to maintain the integrity of the database
- Assist Volunteer Program Manager by inputting volunteers and updating volunteer records
- Assists with development strategies and plans in coordination with the Mission's short and long-term programs and campaigns
- Work alongside the Marketing & Philanthropy Manager and Director of Marketing & Innovation to implement technological advancements of the organization's primary CRM

Time Requirements: Part-Time, Non-Exempt Status

Qualifications:

- Bachelor's degree required in business or another related field
- Strong understanding of technology and standard business software like Microsoft Office and Outlook
- Vigorous attention to detail while executing multiple projects simultaneously in a fast-paced environment
- Excellent communication (written, oral, interpersonal) and grammar skills
- Proven track record of learning and mastering new technologies
- Intermediate experience with Wordpress and Salesforce NPSP a plus

Salary: Hourly

All qualified applicants should submit a cover letter and resume to Dawn-Marie Ferrante at dawnmarieferrante@thesharingcenter.org.