



Pregnancy Support Network Position Description

Position Title: **Stewardship Specialist**
Team: **Generosity /Development**

Position Summary:

To serve as Stewardship Specialist and work alongside the Development Team to cultivate and strengthen relationships with ministry partners through exceptional stewardship, accurate gift management, meaningful communication, and administrative support. Ensure every partner experiences timely acknowledgment, personalized care, and ongoing engagement consistent with the mission of Pregnancy Support Network.

Requirements

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Be actively involved in a local church.
- Exhibit a strong commitment and dedication to the pro-life position and sexual purity
- Agree with and be willing to uphold the Commitment of Care and Competence, Core Values, Statement of Faith, and policies of the center
- Have a bachelor's degree, preferably in a related field, or commensurate experience
- Work well with others all around the Pregnancy Support Network
- Responsible for self-development and taking care of self
- Neat appearance and pleasant attitude
- Maintain a high standard of morals and Christian behavior

Position Qualifications

- Strong organizational and administrative skills
- Excellent verbal and written communication skills
- Detail-oriented
- Proficient with donor database technology and Microsoft Office applications
- Ability to maintain confidentiality and exercise discretion with sensitive information
- Self-motivated, relational, and service-oriented
- Passionate about advancing the mission of Pregnancy Support Network
- Part-time position of 25 hours per week
- Pay commiserate with experience



Duties and Responsibilities:

Day-to-Day Operations

- o Prepare and send thank-you letters, handwritten notes, and other stewardship communications
- o Coordinate birthday, anniversary, memorial, and special recognition outreach
- o Enter and reconcile donations accurately in the donor database

Donor Database Management

- Maintain an accurate and up-to-date donor database, including donor profiles, contact information, and giving history.
- Update donor data as discrepancies are identified during daily work, demonstrating strong attention to detail.
- Enter and reconcile donations accurately in the donor database
- Assist with ongoing data cleanup projects, including duplicate records, address updates, returned mail, and other data quality initiatives.
- Identify inconsistencies or recurring data issues and communicate recommendations for resolution.
- Regularly update and segment donor data to support targeted fundraising campaigns.
- Generate donor reports, mailing lists, and stewardship tracking report
- Protect the confidentiality, accuracy, and integrity of donor information
- Learn and apply new processes, software features, and best practices that improve donor data quality and operational efficiency.

Stewardship Support

- Schedule partner meetings, tours, and appointments for the Development Team
- Prepare partner profiles prior to partner visits
- Assist with newsletters, impact reports, ministry updates, and mailing projects
 - o Gather client stories and ministry impact for stewardship communications
 - o Ensure consistent messaging across all partner communications
- Split time between Akron and Canton locations



Other Responsibilities

- Assist with fundraising events, banquets, Walk for Life, church events, and partner appreciation gatherings
- Work well with all staff members under Pregnancy Support Network and be willing to travel between various locations
- Attend all fundraisers, staff meetings, and ministry events as needed
- All other duties as assigned

This job description summarizes the primary responsibilities of the position and is not intended to be an exhaustive list of every duty. Responsibilities may change based on ministry needs and at the direction of the CEO.

Employee signature: _____ Date: _____

CEO signature: _____ Date: _____