



Position:	Stewardship Director
Classification:	Part-time initially, with a possibility for full-time
Place of Employment:	Flexible
Closing Date:	Once filled
Reports To:	Executive Director

Position Summary:

- Works as a team member with Executive Director, staff and stewardship team.
- Responsible for all fundraising activities for Rising Above.
- Responsible for cultivating donors and sustaining positive, mutually rewarding donor relations.

Qualifications & Competencies

- Exhibits and nurtures a passion for lifelong personal spiritual development.
- Possess a strong knowledge of biblical stewardship.
- Demonstrates a strong commitment to biblical marriage and family life and nurtures those relationships with love and integrity.
- A strong sense of calling to come alongside and minister to Indigenous people by helping the organization flourish financially.
- A teachable spirit that exhibits a willingness to learn from and serve Indigenous people.
- Exhibits discernment and sensitivity in cross cultural stewardship ministry.
- Ability to walk alongside others helping them grow in generosity.
- Commitment to Rising Above's vision, goals and principles.
- Christian professional integrity.
- Excellent organizational and time management skills.
- Excellent people skills.
- Excellent written and verbal communication skills.
- Good computer skills: use of email, Microsoft Word and Excel and data base software.
- Self-motivated and self-directed.
- Ability to work as a team member.

Essential Duties

- **30% - FUNDRAISING**
 - Responsible for overseeing all fundraising operations.
 - Responsible for achieving the fundraising targets set by the Executive Director and Financial Officer.

- Establish strategic fundraising objectives for future sustainability. Create, implement and maintain a comprehensive fundraising strategy to further those objectives.
- **30% - DONOR RELATIONS**
 - Establishes and manages information tracking processes that appropriately and consistently acknowledge donors.
 - Promotes ongoing communications and continued cultivation of past and current donors to enhance their relationship with Rising Above and increase the likelihood of continued contributions.
 - Sustain positive and mutually-rewarding relations between Rising Above and its donors.
- **30% - DEVELOPMENT**
 - Develop and maintain a portfolio of prospective donors.
 - Develop and assess policies and procedures that are essential for a comprehensive donor relations program.
 - Ongoing development of additional and new methods of raising funds.
 - Research and develop a portfolio of granting partners and submit grant proposals.
 - Develops and supervises a fundraising team.
- **10% - EVALUATION** - Evaluates objectives and strategy regularly and implements appropriate changes to improve effectiveness.

Other Duties: as assigned by Executive Director and agreed upon by Stewardship Director.

Amendments to Job Description:

- Annual review of job description.
- Amendments of the job description to be approved by the Executive Director.

Other Responsibilities: Adhere to Rising Above Covenant of Faith and Life.

Terms of Employment

- Term: 12 months—renewed based on performance evaluation after nine months from start date.
- Fundraising targets will help evaluate performance.
- Financial arrangement: This position has been made possible by a grant. The grant will be used to cover salary and expenses over the 12-month period. A percentage of the funds raised will be credited to the Stewardship Director Fund (SDF). The employee may also raise funds by way of deputation, royalties and honoraria. Deputation funds will be received on a designated basis and tracked in the employee’s deputation account—separate from the SDF.
- The two separate funds shall be:
 1. Deputation account – this will receive donations specifically related to the Stewardship Director’s deputation and will be used solely for the

director's salary and ministry expenses. This is an externally restricted fund.

2. SDF – this will receive a percentage of the funds generated by the Stewardship Director's fundraising efforts (50% in most cases). This fund will be used to supplement the director's salary and ministry expenses, but it will not be externally restricted. It will be internally restricted for the Stewardship Director salary and expenses, but in the case of a large surplus, these funds can be used for the general fund.
- Salary: To be determined based on Rising Above's salary grid. An annual review shall include an increase in the maximum salary subject to available funds, performance indicators, and inflation. Payment will be a monthly draw from the deputation account first then from the SDF. The draw will be adjusted monthly according to available funds. Any surplus funds in the deputation account beyond the maximum salary amount will be rolled over into the next year. Salary payment will be on the last business day of each month.
 - Hours: part-time hours will be covered by the grant. Monthly hours can be increased up to full-time (40) hours subject to available funds in the deputation account and SDF.
 - Clergy Housing Deduction may be claimed under certain conditions, but Rising Above does not accept responsibility for the application and outcomes as determined by CRA.
 - Vacation: the full-time equivalent (FTE) of 10 working days per year and increased as per staff policy.
 - Honoraria: Any honorarium gained from working under the direction of Rising Above must be paid to Rising Above and will be directed to the employee's deputation account. When claiming clergy residence deduction, all honoraria must be directed to the employee's deputation account.
 - Group Insurance Benefits: Participation in the group insurance plan is mandatory for staff working 20 hours per week or more. The plan includes Basic Benefits, LTD, extended health and Dental Care (80%). Employees with Indigenous status may opt out of extended health and dental care. The employee's deputation account will be used to cover the premium, and if there are insufficient funds, the SDF will be used.
 - Government Statutory Remittances: Employee and employer portions of all expenses related to the employee's employment government statutory remittances such as EI premiums and CPP contributions will be covered by the employee's deputation account, and if there are insufficient funds, the SDF will be used.
 - A review of the employee's terms of employment and performance will be conducted annually by the Executive Director.

Contact

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Application

To apply, please email Ben Lim a résumé and a cover letter.

Only those selected for an interview will be contacted.