
Bella Vita Network
Stewardship Specialist Job Description

Job Title: Stewardship Specialist **Supervisor:** Development Director
Classification: hourly (40 hours a week)

General Summary and Objectives

The Stewardship Specialist manages the day-to-day implementation of the overall message and vision of Bella Vita Network through reporting out center activity and happenings, social media, general direct mail, community relations, monthly donor program, donor cultivation and events.

Duties and Responsibilities

1. Spiritual Formation Development
2. Conveys the message and mission of Bella Vita Network through managing all social media accounts, Facebook, Instagram, and YouTube.
3. Develops e-communication pieces to support the communication of event invitations, newsletters, appeals, Notes from the Director, and gratitude reports.
4. Manages the production of all direct mail.
5. Stewards the donations (both financial and GIK) received by Bella Vita to ensure proper accountability with the community through monthly and “as needed” receipt turn around.
6. Update and maintain Bella Vita website.
7. Oversee the Communications calendar, connecting the appropriate activities with the appropriate people to develop and execute communication plans and timelines, including video and photo documentation.
8. Coordinate and execute all Bella Vita events.
9. Oversees and grows the monthly donor program through updated monthly reports, donor cultivation. Provides personal touch points and documents accordingly.
10. Oversees and grows all church partnerships, including the coordination and implementation of the Sanctity of Human Life Campaign. Represents Bella Vita during the first quarter of the year by attending Sunday services and presenting at churches.
11. Assists and participates in donor cultivation including formal asks, report-outs, and thanking when necessary and appropriate.
12. Deliver presentations to diverse audiences, including clients, donors, churches, and other organizations.
13. Any other duties as requested by the Development Director.

Qualifications

1. Expresses full agreement with the Mission and Faith Statement of the Center
2. Holds a consistent life affirming position.
3. Accurate word processing skills; experience with Microsoft software (Word and Excel); knowledge and skill in graphic design software including Canva; utilizes social media

such as Facebook, texting, mobile apps. Experience with WordPress and CRM preferred but not required.

4. Is an initiative-taker and needs little supervision.
5. Is creative, optimistic and works well under time constraints and deadlines.
6. Bachelor's degree or equivalent work experience in Marketing, Journalism, Non-profit Development or Business.
7. Good verbal and written communication skills.
8. Ability to multitask—organize multiple projects and set priorities.
9. Willingness to share the gospel of Jesus Christ by word and example, including prayer, to encourage Bella Vita constituencies and to contribute to an office environment conducive to supporting Pregnancy Center ministry of life.
10. Comfortable with public speaking and able to manage Q&A sessions with confidence. Professional and pleasant business communication skills

The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions.

I have received a copy of this job description. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.

Employee _____ Date _____

(Signature)

Employer _____ Date _____

(Signature)

Title _____