

# HOPE

A Good Place To Find Life.

**Position:** Director of Stewardship and Development

**Hours:** Full-time (40 hours per week)

**Department:** Administration

**FLSA Status:** Non-Exempt

**Reports To:** Managing Director

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## OVERVIEW

*Offering experiences, relationships, and places where people can find life and purpose through Jesus Christ.*

Hope Church began in 1997 with a mission of helping people find life and purpose in Jesus Christ. In nearly three decades, HOPE has had the privilege of sharing the gospel with thousands of families in suburban Richmond and beyond. HOPE is seeking a Director of Stewardship and Development to join our team and help our congregation learn and live out biblical stewardship for the expansion of the gospel to all people and places in the world.

As stewards of Hope Church's mission, vision, and values, the Director of Stewardship and Development plays a vital role in fostering a culture of generosity, connection, and impact within the church community. This position is charged with designing, implementing, and directing a comprehensive program that integrates stewardship and fundraising efforts, aligning with the mission and vision of Hope Church. In fulfilling these responsibilities, the Director of Stewardship and Development embodies Hope Church's mission of making disciples who love God, love people, and serve the world while upholding its values of authenticity, community, generosity, and transformation. This role serves as a catalyst for advancing the Kingdom of God through faithful stewardship and impactful ministry endeavors.

## RESPONSIBILITIES

- **Developing Donor Discipleship**

- Develop and execute a strategic stewardship plan that reflects Hope Church's commitment to being a catalytic movement offering the Gospel to as many people as possible as creatively as necessary.
- Establish meaningful connections with donors at all levels, fostering relationships based on trust, gratitude, and our shared values.
- Develop personalized engagement strategies that demonstrate the impact of donors' contributions in advancing Hope Church's mission and ministries.
- Cultivate a culture of generosity within the church community, inspiring individuals to give generously of their time, talents, and financial resources.
- Develop innovative strategies to educate and empower members of our community to embrace stewardship as a fundamental aspect of their faith journey.

- **Fundraising**

- Oversee fund reporting processes, providing transparent and accountable stewardship of all financial resources entrusted to the church.
- Ensure that donors are well-informed about the utilization and impact of their gifts, in alignment with Hope Church's values of integrity and transparency.

- **Other**
  - Collaborate with church leadership to integrate stewardship and development initiatives into the overall ministry strategy of Hope Church.
  - Provide mentorship and guidance to staff and volunteers involved in stewardship and fundraising efforts, nurturing a team committed to excellence and service.

## **EXPECTATIONS**

- Mature disciple of Jesus Christ demonstrating grace and truth as a leader with a desire to see God's church thriving for His glory
- A growing personal relationship with Jesus Christ
- Commitment to HOPE's mission, vision, and values
- Five to ten years of related finance experience is required, preferably in a church or other Christian-based non-profit organization
- Basic knowledge or willingness to learn about financial instruments of giving, charitable giving and taxation, philanthropy, strategic planning, donor-advised funds, planned giving, stocks, and other investment tools.
- A heart for God's Church and seeing it thrive and bear fruit for His glory
- Excellent fit with the culture and environment of HOPE
- Understanding of confidentiality and proper care of personal information
- Alignment and agreement with the EPC [Essentials of our Faith](#), the EPC denomination, and HOPE's participation in it
- Strong computer competency required, including MS Office and Google Drive
- Strong administrative, office management, and interpersonal skills
- Must be able to communicate clearly and effectively, both verbally and in writing
- Demonstrated ability to set and achieve goals
- Demonstrated success working collaboratively with leaders and teams in every area of an organization
- Outgoing individual with high EQ who enjoys meeting new people, stewarding relationships, and walking alongside others with a heart of appreciation and pastoral care

## **EXPECTED HOURS OF WORK**

- Two monthly Sunday mornings (7:30 am-12:30 pm) are required.
- Staff meetings are required on Wednesday mornings (9:30-10:30 am).
- The remaining hours involve meetings with donors and would be flexible based on schedule.

### **Attention Applicants:**

Internally, this position will be titled "Generosity and Financial Discipleship Director."

While this position is listed as full-time (40 hours per week), we understand that some candidates may be seeking part-time opportunities or have scheduling constraints. If you are interested solely in part-time work but this job description appeals to you, we encourage you to apply and contact us.

In order to apply, please submit the following to [hr@hopecentral.com](mailto:hr@hopecentral.com):

- Cover Letter
- Resume
- [Hope Application for Employment](#)