



**Murphy-Harpst**  
LIFE AND HOPE FOR CHILDREN

## **STEWARDSHIP AND ADVANCEMENT OFFICER**

### **POSITION DETAILS**

- Status: Salaried, Exempt, Full-Time
- Department: Advancement
- Reports to: Vice President of Advancement
- Work Schedule: Generally Monday – Friday, but will require occasional days/hours for Sunday services and special events.

### **RESPONSIBILITIES**

- Raise funds from the churches of the North Georgia Conference of the United Methodist Church and other denominations and faith-based communities.
- Work with church pastors, staff and lay leaders to develop meaningful experiences for church congregations, educating them, as well as donors and potential donors, on the mission and vision of Murphy-Harpst.
- Deliver a passionate, articulate message regarding Murphy-Harpst's vision to build its capacity across North Georgia to serve children and families, explain their needs, and the resources required to meet those needs.
- Lead donor initiatives through speaking engagements, attendance to special events, and participation in activities related to issues affecting children and families.
- Train, coach, and motivate volunteers.
- Set priorities, coordinate multiple projects and committees with minimal supervision

### **QUALIFICATIONS**

- Bachelor Degree and three years of work experience in a non-profit fundraising position, preferably in a healthcare related organization.
- Demonstrated track record of successful fundraising experience including annual appeals, donor stewardship, and donor cultivation and recognition.
- Volunteer experience

- Experienced with various computer software applications pertaining to donations, such as Donor Perfect, as well as Microsoft Office software applications.
- Exemplary oral and written communication skills, in English.
- Able to travel locally and state-wide.