

**OCA CENTRAL ADMINISTRATIVE OFFICE
JOB DESCRIPTION**

TITLE: STEWARDSHIP ASSISTANT

NUMBER: 06040
Part Time

REPORTS TO: Treasurer

Supervisory and Job Controls: Supervisor assigns areas of responsibilities and scope of decision-making but relies on the Assistant to develop and carry out programs within assigned areas. Follows legal, regulatory and financial best practices guidelines in accomplishing work, keeping the supervisor informed of non-routine issues and decisions. Work is assessed in terms of overall accomplishments in expanding and managing the voluntary donations programs of the Church.

Major Duties

Develops, manages, and nurtures programs through which Orthodox Christians give their time, talents, and financial resources for growing the Church in North America. Responsibilities include working with The Stewards of the Orthodox Church in America (SOCA) and the Financial Development Committee of the Metropolitan Council. The Assistant will work with the Treasurer in creating and managing other special and recurring development programs.

1. In coordination with supervisor and other Church administrators establishes development goals for anticipated Church program needs. Assists in developing plans to meet goals. Works with Officers and Metropolitan Council to build supporting teams of fund-raisers among clergy and laity.
2. Gather all material from the former FOS files and analyzes them for use. Builds a new database of donors and ensures the database is accurate. Integrates that database into the Raisers Edge system.
3. Assists in identifying potential sources among individuals, networks, and organizations. Prepares and manage an annual SOCA mailing. Prepares and manages other events as needed.
4. Organizes and executes special development campaigns to attract donations for specific programs and/or from designated networks of people or organizations.
5. Regularly analyzes and reports development accomplishments to supervisor and other Church bodies as requested.
6. Promotes planned giving by educating and providing assistance to donors desiring to use the vehicles of trusts, gift annuities and bequests in support of the church.

Performs Other Duties as Assigned

Job Requirements

1. Background and experience in creating, planning, and executing fund-raising programs of substantial scope.
2. Knowledge of Raisers Edge and other necessary software programs.
3. Strong skills in persuasive oral and written communication.
4. Proven skills in sound financial stewardship.
5. Good knowledge of the structure, programs, traditions, and key personnel of the Church.

Personal Relations

Interacts with a wide range of clergy, hierarchs, and laity, as well as officials of foundations, corporations, and other lay organizations. Uses skill in persuasion, team-building, and negotiation to achieve assigned goals and resolve problems and conflicts.

Signature & Date

This job description accurately describes the duties and responsibilities of the position of Stewardship Assistant