



JOB DESCRIPTION

Stewardship Director

Reports to:	President and Operations Director
Oversees:	Codirector, Assistant, Stewardship Team: Foundations Coordinator, Ministry Update Coordinator, Donor Care Coordinator, Prayer Coordinator
Internal DJJ Interaction:	Volunteers, Zonal Representatives, Department Leaders, Office Staff, Finance Team, Communications Team, Financial Director
Outside DJJ Interaction:	Donors, Partners, Vendors, Translators

MISSION (*Job Summary*):

- The Stewardship Director's mission is to oversee the stewardship (fundraising) aspects of the DJJ ministry to help fulfill its vision of discipling 100 million people.

OUTCOMES (*Job Task, Metrics, or Accountabilities*):

1. This position will be measured by successful yearly increases of at least 10% in total donations year over year and 10% increases in the total number of contributors (including individuals, organizations, churches, businesses, and foundations).
2. Oversee and assist in creating high-quality stewardship materials (print, video, digital, and online) highlighting the impact of DJJ in individual lives, ministries, and entire regions, keeping in mind our value of ministering to "the most spiritually needy."
3. Oversee and assist in the coordination of donor care.
4. Oversee and assist in foundation communication and requests.
5. Oversee and assist with Prayer Coordination.
6. Oversee the highest levels of integrity and accuracy in stewardship methods and record keeping.
7. Assist in growing the Stewardship Team.
8. Assist in developing strategies to expand the overall ministry, both qualitatively and quantitatively.
9. Burnish and uphold the Mission of DJJ (qualitative).

COMPETENCIES (*Job Requirements, Skills, or Knowledge*):

- *Godly.* A vital and growing relationship with Jesus Christ.
- *Leader of Leaders.* Lead others who lead others to make disciples.
- *Recruiter.* Continually expand your team of DJJ supporters, including individuals, organizations, churches, businesses, and foundations. Develop a co-leader so your position is covered if something happens to you and so that you can advance in the organization.
- *Manager.* Able to identify, hire, and, if necessary, fire staff following business objectives and consistent with DJJ values.
- *Team Leader.* Able to lead team meetings and grow people to accomplish more together.
- *Growth mindset.* Internal motivation to grow the ministry.
- *Curious.* Always wondering, learning, and identifying new methods to deliver superior results.
- *Responsible.* Able and interested in owning the results.

- *Tech-savvy.* Always exploring and learning better tech solutions.
- *Problem solver.* Finding and implementing solutions for ministry challenges.
- *Communicator.* This position requires proficiency in English to connect with the global DJJ team.

WORKING CONDITIONS *(If safety is a concern in the working environment, check "Other" and explain):*

- Office and home working environment.
- Other, which will include visits to homes, foundation offices, churches, events, and other meetings.

MINIMUM QUALIFICATIONS:

Education: College graduate or work equivalency. Bible college experience is a plus.

Experience:

- 5+ years of team leader experience.
- Experience in successfully raising funds for a non-profit organization.
- Experience in leadership both in the Christian and secular workplaces.
- Any equivalent combination of training and experience.

COMPENSATION:

This role is a voluntary, uncompensated position or support- raising missionary position. If you are compensated, the salary and benefits will be determined with the job offer. Your hiring package will be based on your level of support-raising and company guidelines. This position can be a part-time or full-time role.

JOB BENEFITS:

As a ministry, we will email your supporters, who have signed up online, a regular ministry update. Worker's Compensation fees will be paid for by DJJ. As a compensated employee, reduced cost Health Insurance is available to join, all costs to be paid by the employee.

This description intends to provide a representative summary of the position's primary duties and responsibilities performed by incumbents. Incumbents may be required to perform other job-related tasks other than those specifically presented in this description.

Discipleship Journeys with Jesus Organizational Chart

