



Stewardship Officer Job Description

General Description:

Under the oversight of the Director of Development Operations (DDO) and the supervision of Discovery Institute President Steve Buri, the Stewardship Officer is responsible for advancing the mission of Discovery Institute through strategic donor relationship management, fundraising initiatives, and community engagement. This is a full-time position based in Seattle, WA, with flexibility for regional travel and occasional remote work.

Key Responsibilities

Development / Fundraising / Advancement

- Develop a presence through person-to-person contact and relationship building. Serve as a connection point for all fundraising needs and related activities.
- Manage a donor pool of approximately 100 major donors and 300 donors giving less than \$5,000 utilizing the system and principles of the Veritus Group. Includes creating an annual goal and donor engagement plan (DEP) for each major donor.
- Build relationships with key contacts at donor-advised funds and planned giving organizations within the region to increase awareness of the work of Discovery Institute.
- Meet at least twice a month with the DDO and President to communicate regarding key activities and issues. Attend weekly staff meetings (via Zoom, or in person).
- Work with administrative support staff to utilize existing systems to conduct research on potential individual and foundation prospects, as well as plan regional travel.
- In collaboration with colleagues, identify key priorities and strategies for maintaining the organization's visibility and reputation among donors.
- Prepare an annual travel plan and budget and manage expenditures within that budget. Submit reimbursement and credit card forms in a timely fashion.

Events, Donor Care and Communications

- Effectively communicate the mission and programs of Discovery Institute to a wide variety of donors, prospects, and key contacts, through phone calls, one-on-one meetings, speaking at small group gatherings hosted by donors, and representing DI at large and small conferences, etc.
- Maintain regular communications with donors and prospects, including meetings, correspondence, email, and phone calls. The primary method of contact for major donors will be personal (meetings, phone, or virtual).
- Work with key contacts to arrange in-home, church, and other speaking engagements for the President and DI scholars who are in the area.
- Attend appropriate DI events and conferences to represent Discovery and identify prospective donors. Ensure adequate follow-up after events to foster sincere relationships and advance stewardship goals.

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- Regularly communicate with development administrative staff to ensure timely entry of new donor contact information in Salesforce and to secure materials necessary to meet with donors and prospects.
- Utilize Salesforce to enter activities and critical donor information, document individual donor plans, and monitor personal performance.

Required Qualifications

- Bachelor's degree, with emphasis in communications, business administration, political science, or a related field.
- Proven professional competence; demonstrated ability to show personal initiative.
- Excellent verbal, written, and interpersonal communication skills.
- Strong attention to detail and ability to work independently.
- Basic knowledge of Discovery Institute's centers and initiatives.
- Intermediate knowledge of Microsoft Word, Excel, Outlook, and database/CRM programs.
- Team Player with the ability to interact with a variety of personalities and skill.

Preferred Qualifications (In addition to the above requirements)

- Background in fundraising, development, charitable foundations, or sales.
- Experience in public speaking, debate, or teaching.
- Intermediate or advanced understanding of Discovery Institute's centers and initiatives.
- Access to a network of prospective donors.
- Experience in mentoring fundraising staff or volunteers.

Compensation and Benefits

The salary range for this position is \$80,000-\$110,000. The position includes vacation, holidays, sick leave, health insurance (medical, dental, vision), and a public transit pass. Salary will be commensurate with experience.

Application Process

To apply for the position, please go to discovery.org/jobs/stewardship-officer to submit a resume (or CV) and a cover letter addressing the following:

- Describe why you would like to work for Discovery Institute, speaking directly to the mission and programs of our organization.
- Describe the relevant skills and experience you would bring to the position.
- Provide a desired salary range and your earliest available start date.

Direct cover letter to:

Steve Buri
President
Discovery Institute
506 2nd Ave, Ste 1700, Seattle, WA 98104