**Organization:**  Pharmacy of Grace

**Job Title:** Stewardship Coordinator

**Reports to:** Executive Director

 **Starting Salary: $50,000-$55,000**

**Summary Description**

The Stewardship Coordinator is an integral member of the Pharmacy of Grace team and serves as the backbone of the fundraising operation by implementing and overseeing all donor stewardship administrative processes, managing the donor database, providing donor research and coordinating donor engagement and stewardship events. Pharmacy of Grace is a charitable pharmacy, providing access to prescription medications for uninsured and underinsured patients in Kansas with a mission of breaking the cycle of poverty caused by unmanaged medical conditions. This new position provides a unique opportunity for a self-motivated individual looking to grow their career in the nonprofit and fundraising field.

**Responsibilities**

* Process gifts and coordinate gift acknowledgements
* Enter donor data in database and compile donor reports
* Support record management and data hygiene
* Prepare donor research and assist with meeting briefs for Executive Director and the Board of Directors
* Assist with annual giving activities, including mail and digital solicitation
* Coordinate planning and execution of donor and community leadership events
* Perform other duties as assigned

**Qualifications**

* Bachelor’s degree and a minimum of 2 years of nonprofit or healthcare experience
* Must possess excellent written, oral and interpersonal communications skills and strong organization, planning and analytical skills
* Must be able to work as a member of a team and independently
* Possess an innate ability for resourcefulness in obtaining information and in overcoming obstacles to carry out assignments.
* Must be able to treat confidential information with a high level or discretion
* Demonstrates customer( donor) focus and in fostering and maintaining relationships
* Strong computer skills, which include basic knowledge of Microsoft office products and experience with a nonprofit CRM preferred

 **Additional Information**

* Position is 75% remote with occasional late day on-site events to coordinate
* Generous benefits include health insurance, 401K, PTO and disability
* Send resume to development@pharmacyofgrace.org