



## ASSOCIATE DIRECTOR FOR STEWARDSHIP & ADMINISTRATION

### POSITION DESCRIPTION

**General Description:** The Associate Director for Stewardship & Administration is responsible for managing and strengthening the Seminary's stewardship program by ensuring that all philanthropic gifts are acknowledged, tracked, and reported in ways that clearly demonstrate impact, honor donor intent, and reinforce trust. The position oversees donor-centered acknowledgments and compliance, coordinates accurate documentation and reporting in Raiser's Edge/NXT, prepares meaningful stewardship communications, and monitors donor engagement to support retention. Working collaboratively with Institutional Advancement staff and fund administrators, the role ensures effective stewardship of restricted and donor-established funds while continuously improving stewardship systems and practices. The Associate Director reports to the Senior Director for Advancement Strategy.

### Essential Functions:

1. Implement and oversee comprehensive stewardship practices that clearly demonstrate the impact, purpose, and outcomes of philanthropic gifts.
2. Ensure timely, accurate, and donor-centered acknowledgments and receipts, reinforcing donor trust and compliance with ethical and regulatory standards.
3. Coordinate, track, and document all stewardship and donor recognition activities in Raiser's Edge/NXT, ensuring records are complete, auditable, and support relationship management and reporting.
4. Prepare and support the distribution of stewardship communications, including impact reports, fund updates, and donor recognition materials.
5. Monitor donor giving and engagement activity to identify stewardship needs, flag overdue actions, and support donor retention and engagement strategies.
6. Support stewardship plans for restricted and donor-established funds, collaborating with Institutional Advancement staff and fund administrators to ensure alignment with donor intent, effective communication, and continuous improvement of stewardship systems and processes.
7. Adhere to seminary standards of professionalism, confidentiality, and integrity.
8. Other duties as requested.

### Qualifications:

- Associate degree required, bachelor's degree preferred
- Minimum of five (5) years of progressive experience with data management specific to the work of stewardship in development/advancement

### Knowledge, Skills, and Abilities:

- Strong understanding of donor stewardship as essential to cultivation, retention, and ethical fundraising, with experience in acknowledgments, recognition, or stewardship communications (nonprofit or higher education preferred)
- Exceptional attention to detail and donor-centered service, with an understanding that accuracy, responsiveness, and communication quality build donor trust
- Proven ability to collaborate across teams to ensure a consistent, positive donor experience in a mission-driven environment
- Ability to manage multiple priorities and adapt to change, with comfort in a faith-based context helpful

**Classification:**

- Fulltime
- Exempt
- Telework eligible

**APPLICATION PROCESS:** To apply, please submit your cover letter, resume, and three professional references with contact information to [searchteamadvance@ctsnet.edu](mailto:searchteamadvance@ctsnet.edu). Applications accepted through July 17, 2026.

**PHYSICAL DEMANDS:** Although physical limitations for this position can be accommodated, the job's physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Work is performed in an office environment.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work employees perform within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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