



## Stewardship Manager

Classification: Exempt  
Salary Range: DOE  
Department: Advancement  
Reports to: Director of Development  
Date: 6/5/2019

Camp Korey empowers children and their families who live with serious medical conditions, through year-round programs, always free of charge. We offer an array of program opportunities including Residential Summer Camp, Family Weekends, and Camp to You hospital outreach programs. Camp Korey is a member of the SeriousFun Children's Network, founded by actor Paul Newman, and is accredited through SeriousFun and the American Camp Association.

### Summary

The Stewardship Manager works with the Advancement team to meet/exceed the annual fundraising goals for Camp Korey, a nonprofit camp for children with life-altering medical conditions. Responsible for managing day-to-day tasks related to the comprehensive stewardship program for current and prospective individual and corporate donors, board members, and key volunteers. Works in close partnership with development team to build relationships, increase donor retention, track data, and create content for fundraising campaigns, appeals, and reports. Manages the CRM database, including moves management, gift acknowledgment, cultivation, and stewardship.

Oversees event areas: Team Korey and The Korey and two online initiatives (Give Big and Giving Tuesday). Supervises: Database Administrator for Raiser's Edge NXT and Camp Korey's Volunteer Coordinator.

### Essential Functions:

#### Stewardship

- With the Advancement Team, build strategies to cultivate and steward existing and new donors for Camp Korey, including donor acknowledgment, stewardship, donor welcome packets, planned giving communications, and bi-annual stewardship reports.
- Ensure accuracy with donor profile entries and tracking in Raiser's Edge NXT, including but not limited to developing meaningful stewardship and impact reports.
- In partnership with the Advancement Team, refine plan for cultivation and donor acquisition, including tracking relationships and communications.
- Create and ensure best practices (using Camp Korey's Standard Operating Procedure template) for all aspects of donor stewardship and stewardship activities through related database management; ensuring integrity of data input and donor information.
- Create and implement a planned approach to cleaning up the Raiser's Edge database through the use of trained and approved volunteers.
- Proactively coordinate individualized cultivation and stewardship plans for donors inclusive of donor reports, updates and content for presentations
- Upon request, provide and secure signed and acceptable Gift Agreements



- Act as a liaison and trainer to advancement personnel in order to provide cultivation and stewardship assistance to individual donors and prospects.
- Work closely with the Marketing Communications Specialist in the development and implementation of strategic communications in multiple mediums in a timely fashion. This will include, but not be limited to, social media, Annual Report, e-blasts, year-end-reminders, gift acknowledgements, web pages, invitations, newsletter updates, fundraising campaign materials, and press releases.
- Work with the Power of the Parent volunteers who are thanking and stewarding donors.

#### Events

- Work in conjunction with Advancement Team and Development Director/Contractor for successful cultivation and fundraising events throughout the course of the year, including organization of guest lists, event logistics, and communications
- Create a minimum of two stewardship invitations; one of which is “tour camp” and one honors major contributors of \$5,000 and up with a star party at camp (could be for 2020).
- Work in partnership with Advancement Team, BOD, and community partners to support and execute third party events such as “Team Korey” at NYC Marathon, and The Korey (Golf Event).
- Schedule and manage donor or prospective tours of Camp Korey
- Implement Give Big and Giving Tuesday in a timely manner. Focus is not on our current donors, but rather donor acquisition and re-engaging LYBUNT and SYBUNT contributors.

#### Annual Giving

- With the Advancement team, create and implement annual giving strategies including direct mail and online appeals, supporting on-time delivery and messaging that is mission driven.
- Support Friends asking Friends campaign working closely with the Director of Development, with messaging which aligns with annual fund (not capital or endowment).
- Manage recurring gifts, online and workplace giving, and monthly giving campaigns, capital pledges and 3-year pledge program payments.
- Maintain online wish lists including adding a wish list for the advancement team and in-kind gifts for all of Camp Korey (goods not services).
- Oversees gifts-in-kind, assuring timely processing and internal staff coordination.

#### Work Environment:

Work is regularly performed in office environments routinely utilizing standard office equipment, computers and phones.

Working outside will sometimes be necessary, in various weather conditions.

#### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.



While performing the duties of this job, the employee is regularly required to speak, talk and hear, and is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms; balance, stoop, and bend; lift, carry, move, push and pull up to 25 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected hours of work:

This is a full-time position. Standard days and hours of work are Monday through Friday, 8:00 to 4:30 p.m. However, the position requires the ability to work during non-standard hours and on short notice as the need arises.

Travel:

Local travel will be required, primarily during the day. Limited out-of-area or overnight travel may be expected. Regular inter-office travel from Lynnwood to Mount Vernon is required.

Certificates/Licenses/Registrations

- Bachelor's Degree required, Masters preferred

Qualifications & Competencies:

- 3-5 years nonprofit work experience preferred
- Experience with Raiser's Edge NXT database preferred
- Positive and team-oriented; excellent customer service skills
- Excellent writing/editing skills, time management, attention to detail, and organization skills with project management.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Additional Eligibility Requirements

- Valid driver's license
- Background check
- Current Vaccinations
- CPR/First Aid Certification

EEO Statement

Camp Korey is an Equal Opportunity Employer. Employment decisions are based on merit, qualifications, and competence. We provide equal employment opportunities to all employees and applicants for employment without regard to race, color, genetics, national origin, religion, sex, marital status, sexual orientation, sexual identity, age, presence of any mental, sensory, or physical disability, veteran status, or any other characteristic protected by law. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, re-call, leaves of absence, compensation and training.



Signatures

This job description has been approved by all levels of management

CEO/Executive Director: \_\_\_\_\_ Date \_\_\_\_\_

Director of Human Resources: \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_