## Immanuel Donor Stewardship Coordinator

Immanuel is searching for a Donor Stewardship Coordinator to work with our Foundation team in our home office in Omaha, Nebraska.  This is a role that will focus on administrative work for the Foundation along with building relationships with our donors and residents within the community.  The position comes with a competitive compensation and benefits package.

**Immanuel's Outstanding Benefit Package Includes:**  
Medical, dental, and vision  
PTO - accruing from day one of employment  
2 Floating Holidays per year  
401K with matching  
Education program - up to $5,250 per year for continuing education  
Flexible schedule  
Plus many more benefits!

The overall purpose of this job is to support the Immanuel Community Foundation in a variety of ways, with a primary focus of maintaining an ongoing program to serve and recognize donors. The Donor Stewardship Coordinator’s responsibilities include: all aspects of hospitality; a variety of administrative tasks; effectively carrying out a robust outreach and acknowledgement program; assisting the Immanuel Community & Vision Foundations Executive Director in assuring smooth operation of the Foundation offices; entering data and generating reports; processing and acknowledging donations; communication with residents, participants, staff and community contacts; and maintaining Foundation supplies and spaces. This position calls for flexibility, organization, excellent interpersonal skills and the ability to work well with all levels of internal management and staff, as well as residents, participants and community contacts. Supports and lives out Immanuel’s Mission and CHRIST Promises.

**Education-**

* High School Diploma/GED is required.
* Bachelor’s degree in a related field is preferred.
* Equivalent years of experience may substitute for education qualifications.

**Experience-**

* Two (2) years of direct administrative experience is required.
* Two (2) years of donor relations or philanthropy experience is preferred.
* Equivalent years of education may substitute for experience qualifications.

**Other Requirements-**

* Reliable transportation meeting all state vehicle requirements (licensed driver, insurance, etc.) is required, as this position will require travel between locations and other venues.
* Periodic evening and weekend hours are expected.