

**Director of Stewardship & Development**  
**First United Methodist Church of San Diego**  
**Salary Range: \$72,000 to \$85,000 (Based on Qualifications)**  
**Sunday – Thursday work week 8:30 a.m. – 5:00 p.m. (office based)**

Are you a difference maker? We have an opening for a Director of Stewardship and Development to join First University Methodist Church San Diego (FUMCSD) as we redefine what it means to serve others as a progressive community of faith. We seek a collaborative problem solver who enjoys cultivating generosity, growing financial resources, and strengthening a culture of stewardship. The ideal candidate will be a proactive self-starter committed to supporting the mission of FUMCSD by cultivating and maintaining meaningful relationships with donors, encouraging generosity across all generations. As a congregation, we strive for justice for the hurting, peace among differences, and respect and dignity for all. This role combines donor development and stewardship with long-range planning, administrative coordination, and collaboration with other team members and laity to tell the story of FUMCSD's impact and invite giving that aligns with the Church's vision and financial goals. We believe we can make a positive difference and are seeking a difference maker for our team.

**About Us**

We are an inclusive Christian community of believers. First United Methodist Church of San Diego has deep roots in our community dating back to 1896. We have a beautiful campus in Mission Valley, San Diego and believe in radical love and divine justice for all of God's people – all ages, colors, economic circumstances, ethnic backgrounds, family configurations, genders, nationalities, or sexual orientations. We are an LGBTQIA+ affirming church (what is known in the Methodist faith as a Reconciling Congregation) and are committed to helping people realize their full humanity and live out their faith in Jesus Christ. FUMCSD welcomes all people who seek the love of God. In addition, we serve the broader San Diego community through several initiatives and programs including the Children's Growing Center and Dream School for the Arts.

**About the Opportunity**

The Director of Stewardship and Development opening is an exciting opportunity to support the faith-based mission of FUMCSD. As Director of Stewardship and Development, you would provide strategic leadership and management of all financial stewardship, fundraising, and endowment activities. This position oversees a comprehensive program to encourage generosity, grow financial resources, and strengthen the church's culture of stewardship in alignment with its mission and ministry goals. This full-time position reports directly to the Business Manager/Controller and works closely with the Pastoral Team, Finance Committee, Board of Trustees, First United Methodist Foundation, and Covenant Circle.

## **Essential Duties and Responsibilities:**

### **1. Strategic Leadership and Planning**

- In collaboration with the Lead Pastor, lead the annual stewardship campaign in pledge support for the administration and ministries of the Church.
- Develop and implement a long-range plan for stewardship and development that involves laity and aligns with the Church's vision and financial goals.
- Provide guidance and support to the Finance Committee on the annual budget development, particularly in pledges, record of giving, special gifts and offerings.
- Collaborate with the pastoral team and lay leadership to integrate stewardship as a core component of spiritual formation and discipleship.
- Explore and pursue in collaboration with the pastoral team and lay leadership new means of funding including grants and digital models.

### **2. Fund Development and Donor Relations**

- Cultivate and maintain relationships with current and prospective donors, encouraging generosity across all generations.
- Oversee major gift initiatives, legacy giving and planned giving programs to grow the Church's endowment funds.
- Create and maintain donor recognition programs, in collaboration with the Covenant Circle, ensuring gifts are acknowledged in a timely and meaningful manner.
- Serve as staff support to the First United Methodist Foundation in setting the quarterly agenda, investment reports, and creating/updating endowment fund management policies.
- Collaborate with the Executive Director of the Dream School of the Arts on strategies for building donor relationships, cultivating gifts, and securing grant funds.
- Maintain good awareness of the shifts in Fundraising, Development and Planned Giving programs and practices.

### **3. Financial Stewardship and Education**

- Develop educational opportunities for the congregation on Christian stewardship, financial management, and legacy giving.
- Provide workshops, materials, and communications that inspire faithful giving as spiritual practice.
- Create and maintain donor recognition programs, in collaboration with the Lead Pastor, ensuring pledges, memorial and special gifts, and weekly giving are acknowledged in a timely and meaningful manner.
- Collaborate with pastoral team and lay leadership to incorporate stewardship themes into worship and church life.

#### **4. Administration and Reporting**

- Track giving patterns and trends, providing regular reports to the Lead Pastor and other governance committees.
- Maintain donor and giving records in accordance with confidentiality and ethical standards.
- Maintains database of pledges and record of giving to ensure monthly and annual revenue goals are low, met or exceeded.
- Partner with department directors to ensure proper alignment between program budgets, giving strategies, and ministry needs.

#### **5. Collaboration and Teamwork**

- Support and train lay volunteers involved in stewardship and fundraising efforts.
- Work with the Director of Communications to create compelling materials that tell the story of ministry impact and encourage generosity.
- Collaborate with the Dream School of the Arts in writing and supervising grant applications.
- Serve as the subject matter expert for grant writing activities for other ministries of the church by providing guidance and support from researching grant opportunities to post award administrative functions.
- Support and defend the spiritual and theological oversight of the Lead Pastor by maintaining integrity with the vision and mission of the church.

#### **Requirements:**

##### **Education, Training, and Experience**

- Bachelor's Degree from an accredited college or university, or equivalent experience.
- Minimum of 2 years of experience in development, fundraising, or stewardship, preferably within a faith-based or nonprofit organization.
- Demonstrated success in annual giving, major gifts, and endowment growth.
- Demonstrated success in writing grants.
- Proficiency with donor management systems, financial software, and Microsoft Office Suite required. Experience with additional technology platforms that could enhance outreach and recognition preferred.

##### **Job Skills, Knowledge, and Abilities and Other Characteristics:**

- Strong interpersonal, communication, and presentation skills.
- Ability to cultivate relationships with a diverse congregation and inspire generosity.
- High integrity, confidentiality, and emotional intelligence.
- Strategic thinker with excellent organizational and leadership skills.
- Collaborative, faith-driven and self-motivated.
- Strong communication skills including prompt follow up and follow through.
- Ability to effectively and efficiently multi-task, prioritize and deal with interruptions while meeting timely deadlines.
- Demonstrated ability to work in an environment that values diversity and inclusion.

- Possession of a generous spirit, gracious communications, and kindness for all.
- Familiarity with United Methodist polity, theology, and traditions preferred.
- Deep commitment to the mission and values of First United Methodist Church of San Diego.
- Functions in compliance with Ministry Safe Policy of FUMCSD and Workplace Violence Prevention Policies.
- Successful completion of all pre-employment reference and background checks.

**Please submit a resume and cover letter to [careers@fumcsd.org](mailto:careers@fumcsd.org)**