

# Foundation and Church Stewardship Coordinator

Reports to: Executive Director Foundation and IPC Finance

Status: Full-time

## About This Role

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The Foundation and Church Accounting Coordinator provides accounting and administrative support to both the Foundation and the Church. This position has a high level of interaction with church members, much of which is confidential.

## Primary Responsibilities and Tasks

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### *IPC Foundation*

- Manage the regular and small grants process
  - Receive and read grant requests and enter to database
  - Complete application checklist for grants
  - Prepare report for grants committee that includes detailed information about the grant including summary request, grant type, geography, amount, etc.
  - Assign teams and help facilitate site visits as needed for teams
  - Prepare award and declination letters
- Schedule, attend and take minutes for all board and committee meetings
- Enter financial data in quickbooks and write checks and run reports as needed
- Receive and track contributions, memorials and other gifts to the Foundation
  - Maintain contribution list by fund and by donor
  - Send list of contributions by fund and transfer deposit to investment custodian no less than quarterly
  - Reconcile list to custodian report on a monthly basis
- Coordinate events including lunch and learns, moment for mission, Foundation Sunday, and other events that occur throughout the year
- Work with auditors by providing information and responding to requests
  - Maintain tax file for unrelated business income that includes 990 filing, 990 T filing, and tax payments
- Provide support as needed to the Executive Director and Committee Members

### *IPC Stewardship*

- Manage Shelby Next Membership Database as Administrator
  - Update membership profiles and information including births, deaths, address changes, phone numbers, change in marital status, etc.
  - For new members, send letters of transfer to previous church for information purposes
  - Prepare statistical report as needed and provide Session with an annual roll forward of members, including a list of members who have left the Congregation

- Process all requests for transfers and removal from church rolls
- Work closely and collaboratively with Communication Director and Engagement and Assimilation Coordinator to provide reporting information as needed for email distribution, small group set up, and other aspects of Shelby Next.
- Prepare and email and/or mail contribution statements to members at least quarterly
  - Respond to any questions from members via phone or email
  - Provide information to members regarding their pledges or contributions as needed
- Assist Accounting Manager routinely as needed
  - Help sort checks and count weekly Sunday collection
  - Reconcile bank statement on a monthly basis
  - Provide backup assistance for accounts payable when accounting manager is out of the office
  - Provide information on automatic debit and credit cards
  - Assist with year end close out
- Coordinate annual pledge campaign and other capital campaigns as they arise
  - Collaborate with Committee Chair and Engagement and Assimilation Coordinator to ensure a timeline and theme are developed
  - Collaborate with Communication Director and others and help mail or email communication pieces as necessary
  - Enter all pledges as received and update pledge progress report throughout the campaign and distribute to committee and staff as needed
  - Send acknowledgement letter stewardship and thank you letters for all pledges
  - Prepare list of pledges to be printed in Window
  - Maintain master stewardship spreadsheet with historical contribution data and prepare adhoc reporting as requested
  - For capital campaigns, work with committee and implement similar process and procedures as annual campaign but adjust as needed
- Other responsibilities
  - Columbarium: maintain records of available niches, update records as niches are purchased, send acknowledgement, manual operations, and engraving information when niche is purchased, prepare urn for inurnment service and prepare engraving information for engraver
  - Maintain and update the church master calendar
  - Fulfill other duties as requested and assigned

## Your Team

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This position reports to the Executive Director of Foundation and Finance

This position serves on numerous Foundation and Church Committees and has interaction at one time or another with almost every church and staff member.

## Education, Experience, and Personal Characteristics

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- College degree required and accounting major a plus
- Minimum 3 years experience working in accounting or administrative capacity
- Strong computer skills: Microsoft Office (especially Excel, Word and Power Point), Outlook, Google applications, database, spreadsheet, dropbox, etc)
- Excellent interpersonal skills and ability to maintain confidential information
- Effective spoken and written communication skills
- Excellent organization skills and ability to pay attention to detail
- Ability to work both independently and collaboratively in team setting

## Physical Demands

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- Able to walk through the facilities of the Church, Highland Hall and Site Visits at other organizations.
- Able to lift up to 30 pounds.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work occasional weekends when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Foundation and Church Stewardship Coordinator may perform other duties as required.

Because this position interacts heavily with other church members and has access to confidential information, application is available only to non church members.

The Company is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, physical or mental impairment, or any other category protected under federal, state, or local law.