



9150 Fortuna Drive
Mercer Island, WA 98040
Phone 206-268-3000

Position Available

Stewardship Manager

Covenant Shores, (Mercer Island, Washington), part of a nation wide family of CARF-CCAC accredited CCRC's: Covenant Retirement Communities, 5th largest AAHSA Ziegler Top 100, is seeking a Stewardship Manager. This position is responsible for assisting the Executive Director with campus executive-level stewardship and fund development activities. He/She also acts as a campus liaison for the CRC Stewardship Officer by helping him to develop and maintain relationships with residents, families and friends resulting in better understanding of and increased giving to the campus Benevolent Care Fund. The Stewardship Manager is instrumental in helping the Executive Director and the Stewardship Officer maintain a strong stewardship and giving environment on the campus. This position is part time and approximately 10 hours per week.

The successful candidate will have:

- Experience and ability to build relationships with people at all levels including residents, family members and the general public, required.
- Experience with the elderly is highly, preferred.

This position reports directly to the Executive Director. This position respectfully interacts with all residents, family members, visitors and co-workers, and maintains positive relationships practicing honesty and integrity in all aspects of job performance. In performance of duties, the Stewardship Manager is entrusted to assist the Executive Director with campus related stewardship and fund development projects. Work with CRC Stewardship Officer in building and maintaining effective relationships with residents, major donors and prospects with specific activities.

This position requires an individual who is tactful and possesses effective communication skills (verbal and written English). Excellent listening skills required as well as the ability to solicit gifts of all sizes from individuals. Must possess good interpersonal skills, project a friendly personality, understand customer service and team building concepts. Ability to deal with residents in a pleasant and professional manner is required. Must be able to work independently without direct supervision using good judgment and common sense, and have the ability to follow through on assigned tasks, and demonstrate initiative. Must be able to organize own job routine to accomplishment position objectives. The individual must have excellent management skills including organization, attention to detail, follow through, and the ability to maintain confidentiality. The ability to handle responsibilities in a professional, prompt manner is essential. A strong background in leadership roles in a Christian church and community is desirable. A valid driver's license and a good driving record are also required.

Join a faith-based organization dedicated to excellence in customer service to our residents. For more information about Covenant Retirement Communities, please visit www.covenantretirement.org.

DISCOVER the possibilities...qualified candidates should send a cover letter and current resume to: Mike Howard, Human Resources Director, Covenant Shores, 9150 Fortuna Drive, Mercer Island, WA 98040, fax (206) 268-3219, email jobs.CovenantShores@covenantretirement.org.