

HILLCREST ACADEMY

Director of Stewardship Job Description

Job Summary:

The Director of Stewardship leads Hillcrest Academy's efforts to identify new donors, cultivate meaningful relationships with them, and partner with them in Christ-centered planned giving. This role requires exceptional interpersonal skills, a deep understanding of Hillcrest Academy's mission, and a passion for philanthropy. The Director of Stewardship ensures donors feel valued, informed, and connected to the mission and impact of Hillcrest Academy.

Key Responsibilities:

Grow in Numbers:

Increase the number of donors who participate in planned giving and regularly communicate with Hillcrest personnel. Research and identify potential donors who align with Hillcrest's mission and have the capacity to make major gifts.

Relationship Building & Communication

Cultivate strong relationships with prospective and current major gift donors through individualized meetings and personal communication. Effectively articulate Hillcrest Academy's mission, impact, and fundraising needs. Nurture relationships with donors after they have made a gift, ensuring their continued engagement and satisfaction.

Gift Solicitation:

Invite supporters to partner financially with Hillcrest Academy in ways that further our mission of providing an academically excellent Christ-centered education, support our strategic plan, and align with their values and stewardship priorities.

Collaboration: Work with the Director of Advancement and Head of School to ensure a unified approach and message that are consistent with our mission, values, and strategic plan.

Legacy Giving

Develop Legacy Giving initiatives that empower supporters to extend their impact beyond their lifetime by incorporating Hillcrest Academy into their estate planning.