



Job Description
Stewardship Coordinator
Part time - Hourly
August 2024

Position Objective

St. Andrew Lutheran Church is in Eden Prairie, MN and is a congregation of the Evangelical Lutheran Church in America. Serving more than 7,000 members in the Twin Cities and around the nation, St. Andrew is moving our community to “Live out our Faith in Daily Life.” Rooted in Christ, we are nurturing the future of faith by cultivating beloved community, encouraging faithful curiosity, and equipping all as servant leaders.

We are seeking a Stewardship Coordinator to create a strategy that maximizes the giving potential of all ministries and execute those campaigns throughout the year.

A qualified candidate will have experience with fundraising in a congregational setting and a proven track-record of successful campaign design. As with all staff at St. Andrew, we are looking for someone who is naturally warm, friendly, and approachable and serves as a good representation of the church and the values we hold.

Job Responsibilities

- Design, plan and execute upon year-long stewardship strategies which maximize giving potential for all ministries, including Early Learning and our summer camp “Spirit in the Pines”
- Analyze giving patterns, considering our top givers, giver segments and giving methods
- Work with our Church Anew staff to identify synergies and avoid duplication
- Design, plan and execute upon informational campaigns to educate the congregation about stewardship in general, the giving opportunities and specific methods
- Inspire generosity and excitement in the congregation in the sustainable growth of St. Andrew ministries

Minimum Qualifications

- Stewardship/Fundraising experience in a congregational setting
- Proven track-record of successful campaign design
- High-level of relationship building experience

Position Type/Expected Hours of Work

This position is a part-time, hourly position, based upon a projected 20 hours per week.

Position Reports to: Director of Operations

