



## Job Description

Job Title: ReMerge Stewardship Coordinator  
Reports to: Director of Community Engagement  
Status: Full time, Non-Exempt  
Date: February 2019

ReMerge is a female diversion program blending private and public funding to transform pregnant women and mothers facing incarceration in Oklahoma County into productive citizens, keeping families together and breaking the cycle of poverty, addiction, and incarceration.

### **Purpose of This Position:**

The Stewardship Coordinator will support the Director of Community Engagement, the Community Relations Manager, and the Executive Director in securing and maintaining funding for the ReMerge program through database management and research. Much of the work will occur in office, working with our proprietary program database-Timshel (built in Salesforce), our donor database (eTapestry), and maintaining electronic and paper grant files and grant calendar. Other duties may include assisting in the identification of additional outcome data points, developing a plan for tracking longitudinal data, opportunities for process improvement and the development of standards for data tracking.

**The primary duties include the following:** This position will be responsible for performing all duties to support the financial, stewardship and administrative needs of the agency.

### **Duties and Responsibilities of this Position:**

- Managing and maintaining eTapestry donor database in order to have detailed records on donor history and relations. Mine donor data from eTapestry and build eTapestry queries and reports.
- Assist with grant maintenance by maintaining paper files, scanning documents to electronic drives, researching new funding opportunities, and updating grants calendar.
- Providing all support, research, and reports needed to ensure the Stewardship Plan is successful by logging donations received, creating an online/physical donation record, creating and mailing thank you letters/tax receipts in a timely fashion.
- Manage reporting from custom database-Timshel, used to track information regarding ReMerge participants for grant applications and reporting.
- Assist with pulling data for grant writing and reporting, Annual Appeal, Annual Report and other reports as identified by Executive Team.
- Conduct program surveys and interpret data from current participants, graduates, staff and community partners for program outcome reporting and program improvement.
- Assist in other areas as assigned.
- Maintain confidentiality of all RCC participants, including information, records, photographs, social media, etc.

**Education and Experience Required:**

Bachelor's Degree preferred; proficiency in Microsoft Word, Excel and database management; nonprofit experience preferred; experience working with resource development software, such as eTapestry a plus; experience working in a fast-paced office environment, prioritizing tasks to meet deadlines; experience with administrative and bookkeeping duties a plus; experience and/or knowledge of addiction and recovery, social services, criminal justice system, and/or justice reinvestment initiative helpful; experience with utilizing common data programs for collecting inputs and reporting outputs.

**Knowledge and Skills to perform this position:**

- Database entry and report building
- Spreadsheet design and layout
- Basic bookkeeping knowledge
- Accurate word processing, data entry, and use of resource development software
- Internet, computer and typing skills
- Ability to prioritize tasks in order to meet deadlines
- Ability to collect, track, verify, analyze and interpret data into usable materials
- Ability to work independently to plan projects, track tasks, assess progress, and follow through on the execution of plans
- Ability to take direction from more than one staff person
- Excellent organizational and documentation skills
- Ability to maintain a positive attitude toward staff, program recipients, community partners and employers, and collaborative members of the community
- Ability to work in a fast-paced environment
- Ability to work well in team environment
- Ability to work independently with strong sense of focus, task-oriented, and clear sense of boundaries.
- Ability to work in a variety of settings with culturally-diverse consumers with the ability to be culturally sensitive and appropriate.

**Electronic Equipment Requirements**

- Cell phone and data package is required for this position. Employee must have working cell phone and provide number to supervisor and relevant staff. Data package must be available as needed for work purposes.
- Must be computer literate and proficient in Microsoft Office; must be able to operate standard office equipment.

**Decision Making Authority:** (When must employee consult supervisor?)

Once trained and familiar with the program, the position would require weekly consultation with supervisor.

**Supervisory Responsibilities**

This position has no supervisory responsibilities.

**Attendance**

Ability to comply with the organization's attendance policy as documented in the employee handbook required.

**Physical Requirements and Work Environment**

In the course of performing this work the staff will spend time sitting, standing, speaking and listening. Must regularly lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Must have the dexterity of hands and fingers to operate a computer keyboard, mouse, and other office equipment. The employee must have the visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the employee to perform the responsibilities and functions of the job efficiently; must be able to hear, speak and communicate clearly.

The employee will work in a smoke-free office surrounding; noise level is quiet to moderate.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, and abilities.