Flourish with us as our Stewardship Coordinator!

Join our team of dedicated professionals in strengthening our community for current and future generations by helping people make a difference in the lives of all.

As the Stewardship Coordinator, you will provide excellent customer service and stewardship support within the Donor Services & Gift Planning team. This position is responsible for answering the phone and monitoring inboxes. The Stewardship Coordinator will ensure the front office is presentable and welcoming in preparation for meetings and events. This position will assist with meeting and event preparation for the Donor Services & Gift Planning team and will administratively support the Director of Donor Services.

If you have at least three years of relevant experience and are proficient in Office 365, we want to hear from you! Qualified candidates must also have the ability to learn and apply various software packages. Experience with event planning and coordination is a plus! Please see the detailed job description below.

We are certified as a gold-level Employee Friendly Workplace by the Fox Cities Chamber of Commerce. This certification recognizes employers who demonstrate a significant commitment to promoting work/life integration by creating a positive work environment and experience for all employees.

We offer a flexible and hybrid working environment. Our team currently works in our office at 4455 W. Lawrence Street in Appleton, WI, or remotely in the Fox Valley area. In addition to a flexible working environment, it is important to us to offer a generous benefit package to our team members. Our current package includes medical, dental, and vision insurance, 401(k), paid time off, paid volunteer hours, and professional development. This position is a full-time, benefits eligible position. The starting pay is $24.25 per hour. A start date no later than December 2026 is preferred.

We are excited to learn more about your experience! **Please submit your resume and cover letter to careers@cffoxvalley.org using the following email subject line: Stewardship Coordinator.**

Job Description

POSITION TITLE: Stewardship Coordinator
DEPARTMENT: Donor Services & Gift Planning
LOCATION: Community Foundation for the Fox Valley Region 4455 W. Lawrence St. Appleton, WI 54914
REPORTING TO: Director of Donor Services
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Non-Exempt
CLASSIFICATION: Full-Time Benefits Eligible
LAST UPDATED: October 23, 2026

POSITION SUMMARY
The **Stewardship Coordinator** is a part of The Foundation's dedicated team of professionals who work together under the core values of belonging, integrity, respect, stewardship, and teamwork, to support the strategic direction and mission of the Foundation, strengthening our community for current and future generations by helping people make a difference in the lives of all.

The **Stewardship Coordinator** will provide excellent customer service and stewardship support within the Donor Services & Gift Planning team. This position is responsible for answering the phone and monitoring inboxes for the Donor Services & Gift Planning department. The Stewardship Coordinator will ensure the front office is presentable and welcoming in preparation for meetings and events. This position will assist with meeting and event preparation for the Donor Services & Gift Planning team and will administratively support the Director of Donor Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Fundamental Responsibilities
- Warmly answer Donor Services & Gift Planning department phone calls, take messages, refer callers to the appropriate team member while providing great customer experience.
- Provide great customer service for in-person visitors, refer visitors/inquiries to appropriate team members using proper etiquette. May require some early morning or early evening attendance.
- Monitor Donor Services & Gift Planning shared email inboxes for inquiries, etc.
- Oversee the general appearance of front office, ensuring meeting rooms are tidy and presentable before guests arrive, and prepared to host guests.
- Assist with thank you notes/letters from nonprofits to donors in support of the Donor Services & Gift Planning team.
- Review obituaries regularly and follow procedure for proper documentation and dissemination among the organization.
- Assist Donor Services & Gift Planning team with meeting and event preparation, including but not limited to ordering catering, researching venues, ordering supplies, etc.
- Assist in donor, fund advisor, and professional advisor stewardship communications processes.
- Support Donor Services & Gift Planning team members with a full range of professional services and support related to the development, stewardship and administration of funds, and the Foundation's strategic direction and mission.
- Prepare mail for pickup (sealing, metering, etc.) and large mailings, as needed.
- Sort mail promptly when it arrives, and process checks and prepares the check log on assigned days. Places remaining mail in staff mailboxes.
- Provide backup coverage for the front desk and shared email inbox as needed.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Minimum of associate degree and/or three years of experience in administrative support or a related field required.
- One year of experience with Office 365 required.
- Ability to learn and apply various software packages required.
- Experience in event planning and coordination preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written and verbal communication skills.
- Proficient in the creation and formatting of spreadsheets, including formula formatting and pivot tables.
- Willingness and enthusiasm to learn and contribute.
- Ability to engage and interact with internal teams to resolve issues timely and accurately, while working independently with minimal supervision.
- Effective time management to handle multiple concurrent projects, deadlines, and often changing, daily tasks and priorities in a fast-paced team environment.
- Continuous improvement skills for process efficiency.
- Excellent organizational skills and keen attention to detail.
- Ability to handle sensitive and confidential information and maintain a high level of confidentiality.
- Effectively demonstrate belonging, integrity, respect, stewardship, and teamwork throughout work and interactions.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment.
- Frequently move around the office and access or use computers, office equipment, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for long periods of time.
- Lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds.
- Travel occasionally to surrounding area businesses for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.