



POSITION TITLE	REPORTS TO	LOCATION	STATUS
Development and Stewardship Manager	Executive Director	Delaware, Ohio	Full Time, Exempt

ABOUT STRATFORD

Stratford Ecological Center is a 236-acre educational farm and nature preserve in Delaware, Ohio, where people of all ages forge deep relationships—with nature, food, and each other. Through hands-on experiences, we inspire connection, appreciation and stewardship of the land and all the life that depends on it. Each year, over 16,000 visitors of all ages discover the power of learning through experience, strengthening their bond with the land and our food systems.

Philanthropy Fuels Our Mission

At Stratford, relationships drive philanthropy, and philanthropy sustains our mission. We cannot create a culture of giving without exceptional programming, and we cannot deliver impactful programs without the resources to sustain them. At the heart of it all are our donors, staff, volunteers, and community—the people who make it possible.

Join our Team

We seek a relationship-driven, mission-focused **Development and Stewardship Manager** to lead donor engagement, fundraising, and stewardship while cultivating a culture of joyful giving. Working alongside the Executive Director and Board President, this individual will inspire, empower, and mobilize our board, staff, and volunteers to ensure Stratford's long-term sustainability and continued impact.

POSITION OVERVIEW & KEY RESPONSIBILITIES

Stratford seeks a **relationship-driven Development and Stewardship Manager** to cultivate donor engagement, fundraising, and stewardship while fostering a culture of joyful giving. This role will build and deepen donor relationships, lead donor communications and storytelling, and oversee special events, including Stratford's signature gala. Additionally, this individual will manage fundraising operations, donor recognition, and board engagement, working alongside the Executive Director to drive Stratford's overall fundraising strategy. Ideal candidates are strategic, mission-driven, and passionate about inspiring generosity through meaningful connections and storytelling.

1. Donor Stewardship & Engagement

- Build and maintain relationships with donors at all giving levels, with a particular focus on entry-level and monthly donors.
- Develop and implement strategies to increase donor retention, deepen engagement, and inspire greater giving.
- Manage donor recognition programs, including thank-you letters, personalized stewardship plans, and donor appreciation events.
- Oversee monthly giving initiatives and digital donor engagement strategies.

2. Development Event Leadership

- Oversee the planning and execution of donor appreciation events, cultivation gatherings, and other fundraising activities.
- Manage event budgets, timelines, and team responsibilities.
- Design creative engagement experiences that connect donors directly with Stratford's mission.



3. Signature Fundraising Event (Gala) Leadership

- Lead the planning, execution, and follow-up for Stratford’s annual fundraising gala, ensuring a successful and mission-aligned event.
- Oversee event strategy, logistics, and execution, working closely with staff, volunteers, and partners to create a meaningful donor experience.
- Build and manage a team of volunteers and support roles to assist with event planning and day-of execution.
- Collaborate with internal staff and external vendors to ensure all aspects of the event—such as fundraising initiatives, guest experience, and logistics—are well-coordinated and executed effectively.

4. Donor Communications, Storytelling & Digital Strategies

- Develop compelling fundraising-focused digital content, including emails, social media campaigns, and website updates.
- Utilize storytelling to communicate impact, build emotional connections, and inspire giving.
- Work closely with the Executive Director and Business Manager to align development communications with organizational branding and messaging.
- Craft and share donor stories, program highlights, and testimonials to showcase Stratford’s impact.
- Contribute to newsletters, annual reports, and donor recognition materials.

5. Development Administration & Fundraising Infrastructure

- Maintain accurate donor records and ensure data integrity within the donor database.
- Track and report on fundraising metrics, donor engagement trends, and progress toward development goals.
- Coordinate donor mailings and acknowledgments.
- Ensure timely recognition of all gifts and grants while maintaining compliance with fundraising regulations and ethical standards.

6. Board & Volunteer Engagement in Fundraising

- Serve as staff lead for the Board Development Committee, supporting board members in fundraising training, strategy, and execution.
- Inspire and equip board members, staff, and volunteers with tools and confidence to engage in donor relationships.
- Facilitate donor engagement opportunities that connect board and volunteers with Stratford’s supporters.
- Partner with the Executive Director to drive Stratford’s overall fundraising strategy.
- Provide thought leadership on fundraising best practices, donor trends, and innovative engagement strategies.

QUALIFICATIONS

Required:

- Bachelor’s degree in fundraising, nonprofit management, communications, or a related field (or equivalent experience).
- 3+years of experience in fundraising, donor relations, special events, or nonprofit development.
- Proven ability to build and maintain relationships and inspire philanthropic engagement.
- Strong written and verbal communication skills, with a talent for storytelling and donor engagement.
- Experience managing fundraising events, donor stewardship programs, and giving campaigns.
- Familiarity with marketing, social media engagement, and donor communications strategies.
- Ability to work both independently and collaboratively, balancing strategic vision with hands-on execution.
- Ability to work flexible hours, including some evenings and weekends, to accommodate donor needs and special events.



Desired:

- Proficiency in donor databases, CRM systems, and digital fundraising platforms.
- Experience with grant writing and management, including research, tracking, and reporting.
- Knowledge of corporate partnerships, sponsorship development, and mission-aligned funding.
- Exposure to capital campaign planning and execution.

Attributes of an Ideal Candidate:

- Mission-minded – Deeply aligned with Stratford’s commitment to conservation, education, and sustainability.
- Relationship-driven – Passionate about connecting people to causes they care about.
- A natural storyteller – Able to craft compelling narratives that inspire giving and engagement.
- Strategic and detail-oriented – Can see the big picture while executing the finer details.
- A collaborator – Enjoys working alongside others, engaging board members, staff, volunteers, and donors.
- Creative and adaptable – Can innovate and problem-solve in a dynamic nonprofit environment.

ORGANIZATIONAL CULTURE & WORK ENVIRONMENT

At Stratford, relationships are at the heart of everything we do. We are a collaborative, mission-driven team and community committed to fostering a culture of philanthropy, sustainability, and education. We believe that great ideas come from everyone, and we value diverse perspectives, creative thinking, and a shared passion for our work. Our work environment is:

- Supportive & inclusive. We’re a close-knit team where every voice matters.
- Mission-focused. We’re here to make a difference in conservation, education, and sustainable agriculture.
- Flexible and people oriented. We understand work-life balance and support employees in finding harmony.
- Engaging and dynamic. From events to farm-based programming, no two days are the same.

Why Join Us? Total Rewards, Compensation and Benefits

- Starting Salary - \$54,000, commensurate with experience.
- Health & Wellness Benefits – medical, dental, vision, and life coverage at no cost to employees.
- Flexible Work Environment – hybrid and remote-friendly options where possible.
- Retirement Contributions – 401(k) with employer match.
- Generous Time Away – Vacation, holidays, and personal days.
- Professional Development – Opportunities for training, networking, and skill-building.
- A Beautiful Work Setting – A nature preserve and farm as your daily backdrop!

READY TO MAKE AN IMPACT? HOW TO APPLY

If you’re looking for a mission-driven career where your work directly impacts education, conservation, and our community, we invite you to apply! Interested candidates should **submit a Cover Letter and Resume to:**

stratfordHR@stratfordecologicalcenter.org