

# Growth and Relationships Manager Opportunities Team

Role Description and Recruitment Pack



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# Role overview

**Title:** Growth and Relationships Manager

**Hours:** 35 hours per week

This role requires the flexibility to work various evenings and weekends due to the expectations of this role to represent Stewardship at events.

**Contract:** Permanent

**Reports to:** Director of Church & Charity Partnerships & Delivery

**Location:** 1 Lamb's Passage, London, EC1Y 8AB  
There is some flexibility to work remotely, although you must be able to work in the office at least twice per month as a minimum.

**Salary:** £37,500 p.a.

**Closing Date:** Monday, 10<sup>th</sup> November 2025, 9am  
Interviews: Tuesday 25<sup>th</sup> November 2025

## Why this position is important to us

This is an exciting time to join Stewardship as we embed the new strategy and look to build relationships with new clients.

You will be joining the newly formed Opportunities Team which has been designed to be holistically focussed on the growth of giver engagement, Partner engagement and thought leadership. Stewardship is often a surprise to new and potential clients and partners as they learn the breadth and depth of the services we can offer them, their families, their churches and the ministries they love. The Opportunities Team seeks to serve whoever we meet and triage their needs to the right expert in the Stewardship family.

## The impact you will have in this role

In this role you will work as part of our growing Opportunities Team to invite people into the community of generous Christian givers in the UK and serve UK Churches with support services and giving needs. You will attend events, speak on behalf of Stewardship and deliver content with excellence. You will have the opportunity to support the growth of Stewardship over the coming years as we identify new clients to join the ecosystem that enables Kingdom ministry to happen all over the UK and around the world.

## Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

## Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

# Job detail

## Overview

This is an exciting time to join Stewardship.

With increasing capabilities and a transformative strategy in place, the Opportunities Team is looking for a growth and relationship specialist to join the team. This is a varied and busy role which would suit someone with sales or fundraising experience who has an opportunistic eye, a passion for building relationships, networks and encouraging generosity.

Working within a supportive team, your role will include creating and nurturing new business leads, building relationships and spotting new areas for opportunity.

You will be driven to achieve challenging targets and enjoy working alone as well as in a team. You will report to the Director of Church & Charity Partnerships & Delivery.

### **Main responsibilities:**

To include, but not limited to:

#### ***Relationship Management:***

Philanthropy Clients and Lending Clients – relationship management:

This includes (but is not limited to):

- Identifying and being solution led to securing new clients for Stewardship's DAF, Philanthropy Fund and Lending teams.
- Proactively research Individuals and churches, seeking them out to increase revenue through JOG's and identifying lending leads.
- Working with the other Relationships Managers to take responsibility for considering how Stewardship can proactively appeal to, and serve, existing and future philanthropists. Actively manage a growing community of donors.
- Responsible for the Philanthropy email inbox, responding to queries and delivering service with excellence, triaging to the correct department where appropriate and onboarding clients for DAF and opening accounts.
- Ownership of team targets for new leads to fulfil the pipeline for DAF and Philanthropy Fund, Lending and Professional Services.
- Facilitation and leading JOG's for charities philanthropy donors, churches and other groups
- Creating a seamless transition to the relevant team leaders within Stewardship to ensure a joined-up experience removing the siloed experience for clients.
- Driver of key relational work with our clients from all three client areas for relational interactions for feedback/focus groups or any other relevant engagement opportunities.
- Facilitating DAF training sessions for private client referral partners to engage new potential clients.

- Project managing the upgrade program from giving account to DAF account. Providing timely and professional responses to Church and DAF and Philanthropy clients and potential client queries, and providing timely referrals where further technical expertise is required.
- Actively seeking opportunities for Church clients to access other support services such as Loans, Professional Services, DAF and Philanthropy Fund and progress of these enquiries, to positively hand over and close as many opportunities as possible.
- Be pro-active in engaging the client with the mission of Stewardship at a core level, where appropriate. This will entail being able to clearly communicate our organisational mandate, and identify how they can meaningfully partner with us, or signposting them to other partners.
- Compliance – to work alongside our team specialists and the wider technical team to ensure that all communications and transactions are in line with our policies and procedures, are acceptable to our regulators and are in line with our own charitable objectives.
- Identifying opportunities with Church and DAF and Philanthropy Fund clients to create new partnerships to benefit the organisations
- Supporting the Opportunities Team Event Delivery as a speaker and attending other networking and referral partner events to identify new potential clients.
- Support for the Growth and Relationship Manager responsible for events with the development and delivery of Cause Cross events.

***Stakeholder Management:***

- Build and maintain strong relationships with both internal teams and external clients.
- Working closely with the marketing and donor journey team to ensure key tactics from the Opportunities Strategy are delivered, such as, supporting Lending to collate and curate stories for distribution in Stewardship comms and social media.
- Communicate effectively with stakeholders at all levels, from team members to executive leadership.

***Process Creation***

- Creating shared processes to ensure consistent working across the organisation and this role is seen as the audience owner for external communications expertise and relational feedback.
- Any other duties as directed by your line manager or other senior member of the team.

## It's all about you...

We recognise that to be great at your role there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos, which might include handling telephone calls of a pastoral nature.
- You must have excellent verbal and written communication skills and be able to communicate clearly and effectively.
- You'll have a talent for explaining things in a calm, reassuring, straightforward manner. You will have a keen eye for detail.
- You must enjoy working as part of a team and also recognise individual responsibility to contribute to the performance and success of the team. There should be an understanding of the needs of others and a willingness to help and adopt a flexible approach to working patterns.
- You need to be enthusiastic, comfortable working under pressure and committed to meeting challenging targets and deadlines, when needed.
- You must have some experience of sales or fundraising in a target driven environment.
- Just as important are strong organisational skills – you will be responsible for managing multiple product pipelines across a large variety of audiences.
- A self-motivated approach is important, together with the ability to quickly build sound working relationships.

## Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
You must have excellent communication skills, both oral and written, able to communicate clearly and effectively in written correspondence. You'll have a talent for explaining things in a calm, reassuring, straightforward manner, with the ability to connect and collaborate with people of all ages, experience, and background.	✓	
Experience and confidence in speaking at public events – able to communicate passionately about the vision of an organisation whilst able to explain technical details of what an organisation does	✓	
Strong interpersonal and influencing skills. Proven ability to build and maintain relationships.	✓	
You must have good numeracy skills and be at ease working with numbers and explaining basic calculations. You must also be able to demonstrate attention to detail and care in performance of work.	✓	
You must be able to demonstrate the need for confidentiality and discretion.	✓	
You must have some experience of sales or fundraising in a target driven environment.	✓	
You demonstrate experience of working as part of a team, recognizing individual responsibility to contribute to the performance and success of the team.	✓	
You should have good IT skills, including the ability to use Microsoft Outlook, Word and Excel to an intermediate level.	✓	
Have experience in and confidence in reaching out to new prospects		✓
An understanding how a Doner Advised Fund works		✓



# Working for us

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**Q. What are the usual working hours?**

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

You will also be required to work flexibly due to the expectations of this role to represent Stewardship at various evening and weekend events.

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**Q. How much Annual Leave do you offer?**

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

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**Q. What are the pension arrangements?**

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).

A salary sacrifice scheme for personal contributions is also available.

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**Q. Is it possible to work from home?**

A. Yes, we are happy to offer flexibility for this role, but you must be able to work at our London office at least twice per month as a minimum.

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**Q. What staff benefits do you offer?**

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised gym membership
- Contribution to your charitable giving account
- Long service awards
- Participation in the Cycle to Work Scheme
- Death in Service benefit
- Option to join a Health Cash Plan
- Interest-free season ticket loan



# How to apply



## Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- Undergoing course of teaching or training in personal financial stewardship and giving/generosity or experiencing the benefits from personal discipleship in this area.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



## How to apply for this position

You can apply online for this role at [www.stewardship.org.uk/about-us/careers](http://www.stewardship.org.uk/about-us/careers)

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.



## Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: [careers@stewardship.org.uk](mailto:careers@stewardship.org.uk)

### Stewardship

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[stewardship.org.uk](http://stewardship.org.uk)