



JOB DESCRIPTION TITLE: Director of Philanthropy

Reporting to: Executive Pastor

Hours per week: 40

FLSA: Exempt (paid salary)

Date: February 2026

About Riverbend Church

Riverbend Church is a vibrant, Christ-centered community guided by our vision to be a welcoming community, in service to others, compelled by God’s grace. We are committed to spiritual formation, meaningful worship, community engagement, and faithful stewardship of the resources God entrusts to us so that our mission can flourish for generations to come.

Riverbend Vision Statement: “We envision a welcoming community, in service to others, compelled by God’s grace.”

Position Summary

The Director of Philanthropy provides strategic leadership and hands-on direction for Riverbend Church’s generosity and fundraising efforts, while also supporting the broader Riverbend family of ministries. This role exists to cultivate a culture of joyful, faithful stewardship by building strong relationships with donors, members, and ministry partners. The Director of Philanthropy will design and implement comprehensive giving strategies that support Riverbend Church, Riverbend Christian School, Riverbend Memorial Gardens, the Riverbend Church Foundation, the Riverbend Centre for the Arts, and key mission partners such as Austin Blessing Coop, helping individuals and families grow in generosity as an expression of discipleship, gratitude, and trust in God’s grace.

CHARACTERISTIC DUTIES & RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disability Act, may include the characteristic duties, knowledge, skills and abilities noted herein, however, this list represents EXAMPLES ONLY and is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Key Responsibilities:

Vision and Strategy for Philanthropy Development

Develop and implement a comprehensive philanthropy strategy that supports Riverbend Church and its affiliated ministries, including Riverbend Christian School, Riverbend Memorial Gardens, the Riverbend Church Foundation, the Riverbend Centre for the Arts, and strategic mission partners such as Austin Blessing Coop.

Promote a theology of generosity and stewardship that aligns with Scripture and Riverbend’s identity as a grace-filled, welcoming community.

Partner closely with the Senior Pastor, Executive Pastor, and the boards of directors for Riverbend Church and its affiliated ministries to align fundraising priorities with ministry needs, capital projects, and long-term strategic initiatives.

Serve as a connector across Riverbend entities, ensuring a unified and coordinated approach to donor engagement and fundraising.

Donor Engagement and Relationship Building

Cultivate meaningful relationships with current and prospective donors, including individuals, families, foundations, and community partners, in coordination with the Senior Pastor, Executive Pastor, and appropriate board leadership.

Oversee donor communication efforts, ensuring timely, clear, and gracious acknowledgment of gifts and ongoing engagement with supporters.

Work closely with church leadership to identify, steward, and solicit major and planned gifts.

Giving Programs and Campaigns

Plan and lead annual giving initiatives, special offerings, capital campaigns, and other fundraising efforts across Riverbend Church and its affiliated ministries as appropriate.

Collaborate with communications staff and organizational leaders to create compelling, consistent messaging that tells the shared story of Riverbend's mission and ministry impact.

Support major, planned, and legacy giving efforts, particularly through the Riverbend Church Foundation, helping donors align their generosity with long-term kingdom impact.

Evaluate and refine giving programs to encourage consistent, sustainable generosity across all stages of life and faith.

Data Management and Administration

Oversee gift tracking, donor records, and reporting systems to ensure accuracy, confidentiality, and compliance with best practices.

Prepare regular reports for church leadership and governing bodies regarding giving trends, campaign progress, and financial sustainability.

Ensure compliance with all legal, ethical, and denominational standards related to charitable giving.

Team Collaboration and Leadership

Collaborate closely with the Senior Pastor, Executive Pastor, boards of directors, and finance, communications, and ministry teams to ensure alignment, transparency, and clarity around development efforts.

Recruit, train, and support volunteers as needed to assist with development initiatives.

Serve as a collaborative leader who models humility, integrity, and service in all interactions.

Qualifications

Spiritual Maturity: A committed follower of Jesus Christ who demonstrates a life shaped by faith, integrity, and generosity, and who embraces Riverbend Church's mission and values.

Experience: 5+ years of experience in philanthropy development, fundraising, advancement, or a related field, preferably in a church or nonprofit setting.

Relational Skills: Strong interpersonal skills with the ability to build trust-based relationships with donors, volunteers, and staff.

Strategic Thinking: Proven ability to plan, implement, and evaluate philanthropy development strategies that support long-term ministry goals.

Communication: Excellent written and verbal communication skills, with the ability to articulate vision, tell compelling stories, and invite generous participation.

Organizational Skills: High attention to detail with strong administrative, data management, and reporting capabilities.

Education: Bachelor's degree in nonprofit management, business, communications, theology, or a related field preferred, but not required.

Vision for Development at Riverbend

At Riverbend, generosity is an act of worship and a response to God's grace. This generosity extends beyond the church itself to support strategic mission partners such as Austin Blessing Coop. The Director of Philanthropy will help cultivate a unified, mission-driven culture of giving that supports Riverbend Church and its related ministries, including the school, foundation, memorial gardens, and arts center. Through relational engagement, clear communication, and faithful stewardship, this role will empower individuals and families to participate in God's work across the full Riverbend ecosystem—strengthening ministries that serve others, form disciples, preserve legacy, foster creativity, and reflect Christ's love in our community and beyond.

Working Conditions

Regular weekday office hours with flexibility for occasional evenings and weekends to attend events, meetings, or donor gatherings. Opportunities for some work from home negotiable.

This role involves extended periods of sitting, computer work, and in-person or virtual meetings.

Occasional local travel for donor meetings or community engagement.

Compensation

Riverbend offers a competitive compensation package. Salary Range is \$65,000 - \$85,000 + full time benefits that include medical, dental, vision, short & long term disability, life insurance and retirement options.

If interested, please apply to [Job Opportunities — Riverbend Church](#)

This description is intended to indicate the kinds of tasks and levels of work difficulty required of positions given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under their supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.