

## **Fund Development Officer**

**Position Title:** Fund Development Officer

**Reports To:** Director of Connectional Ministries

The Western North Carolina Annual Conference of the United Methodist Church seeks a Fund Development Officer to provide leadership in developing financial resources for starting new churches in the region.

The Conference serves the portion of North Carolina west of Raleigh to the borders with Tennessee and Georgia and includes the cities of Charlotte, Greensboro, Winston-Salem and Asheville. There are over 1,100 churches in the conference, but many are located in areas far from the growing population centers. The Conference is planning to start dozens of new churches over the next decade and will be developing resources to fund those start-ups.

### **Job Summary**

- Fosters a culture of generosity and faithful stewardship within the Annual Conference congruent with the Christian culture, values and mission of the Church.
- Leads pastors, cabinet, conference staff and lay leaders to institutionalize generosity, faithful stewardship, planned giving and fund development at all levels of the church life.
- Plans, coordinates and assures implementation of strategies to develop donors and contributions primarily to support the work of Congregational Development.
- Assures development and maintenance of appropriate systems to support fund development. Maintains accountability and compliance standards for donors and funding sources.

### **Nature and Scope of Position**

- Works with key leaders to define and clarify the Annual Conference's Congregational Development mission and the role of the Fund Development work.
- Provides general oversight of all Congregational Development fund development activities, and monitors adequacy of activities.
- Designs and assures implementation of cost-effective fund development programs, employing economy while maintaining an appropriate level of quality and solid return on investment.

### **Performance expectations**

- Help set and manage appropriate expectations.
- Plan and implement programs to meet or exceed the annual goals set by the Board of Congregational Development.
- Establish strong and appropriate relationships with DCM, Bishop, Cabinet, Conference Staff, Board of Congregational Development, volunteers, donors and church members from all segments of the annual conference.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of the position.
- Demonstrate initiative and work as a team player.

- Represent Christ and the Annual Conference faithfully with the highest ethical standards in management, governance, and fund development.

### **Qualifications**

- Comprehensive management skills and experience are required.
- Knowledge and experience in the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, fundraising techniques, and development office functions including gift processing, prospect and donor histories, and fundraising reporting. Competence with computer systems is necessary.
- Demonstrated success in fund raising for non-profit organizations.
- CFRE (Certified Fund Raising Professional) is preferred.

### **To Apply**

Submit cover letter and resume to: [ccaron@wnccumc.org](mailto:ccaron@wnccumc.org) or by postal mail to Director of Connectional Ministries, P.O. Box 18005, Charlotte, NC 28218. The conference web site is [www.wnccumc.org](http://www.wnccumc.org).