

# **Director of Financial Stewardship and Investments – Job Description**

## **Summary**

Supports the strategic growth and fundraising efforts of the Iowa United Methodist Foundation by educating congregations, their leadership teams, and individual members and pastors about the investment products and services the Foundation offers, as well as teaching about financial stewardship, estate planning tools, and capital campaigns.

## **Duties and Responsibilities**

1. Identifies, cultivates, solicits, and stewards major gift donors and prospects including individuals, and congregational teams and committees through visits and calls, in accordance with performance targets set in collaboration with the Foundation.
2. Establishes and maintains collaborative working relationships with the Foundation, the Executive Director, and appropriate board members and/or other constituents to maximize total funds at the Foundation, plan education and solicitation strategies, and to leverage joint education and solicitation efforts.
3. Recruits prospects for the Thompson and Associates Estate Planning program.
4. Assure that all church and donor activity is documented properly, and any necessary follow-up is completed.
5. Plans and conducts programs and activities designed to increase the visibility of the Foundation to pastors and congregations, reaching out to other denominations and independent churches, as appropriate.
6. Performs miscellaneous job-related duties as assigned.

## **Minimum Job Requirements**

- Bachelor's degree; at least 3 years of documented professional experience directly related to the duties and responsibilities specified.

## **Knowledge, Skills and Abilities Required**

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Database management and Computer skills.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Ability to foster effective working relationships within a team environment.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
- Knowledge and understanding of the United Methodist Church preferred
- Personal comfort in a church environment and partaking in spiritual and faith-filled conversations

## **Distinguishing Characteristics**

Position requires: a) development, coordination and implementation of strategies targeted at congregations, congregational leaders and pastors, b) facilitation of collaborative relationships with various constituents to enhance the Foundations fundraising efforts; c) direct identification, cultivation, solicitation and stewardship of major gift donors and prospects. This person will be expected to manage their own schedule, and find time during the weekdays to meet with committees and individuals throughout the state, virtually or in person.

## **Conditions of Employment**

- A background check will be completed. A satisfactory report will be needed.
- Valid driver's license

## **Working Conditions and Physical Effort**

- Limited physical effort required. Mostly carrying promotional materials to churches – less than 35 lbs.
- Willingness and availability to travel and to work extended hours as necessary.

## **Salary and Benefits:**

This is a full-time salaried position with a hybrid work schedule

Competitive salary

Health and Retirement Benefits

Cell Phone expense stipend

Vacation and Sick pay

Send résumé and cover letter to:

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