



# Evangelical Lutheran Church in America

God's work. Our hands.

## JOB DESCRIPTION

### POSITION INFORMATION

**Tentative Title:** Director for Leadership Gifts

**Supervisor Name:** Director, ELCA Foundation

**Unit:** Mission Advancement

**Current Incumbent:**

### Job Context Information

*The Mission Advancement unit is responsible for communicating with constituents and donors, handling marketing and public relations, and directing our current, deferred and major fund appeals in order to most effectively communicate around a clear identity and mission, while also motivating donors to respond with financial gifts. The work of the Mission Funding team includes: ELCA World Hunger and Disaster Appeals; ELCA World Hunger; ELCA Disaster Response; ELCA Malaria Campaign; Fund for Leaders; Global Mission Support and Mission Support.*

### Job Purpose

## ELCA Job Description Questionnaire

### Job Responsibilities

<u>% of Time</u>	
20	1. Communicates with all levels of the ELCA to build awareness of legacy gifts, both major outright and deferred.
20	2. Maintains a portfolio of prospects for cultivation and solicitation of legacy gifts, both major outright and deferred, for the mission and ministry of the ELCA churchwide organization, its congregations, synods, agencies, and affiliated institutions.
10	3. Works closely with the President of the ELCA Foundation in strategic planning of the regional gift planning program. Relates to synods and Lutheran planned giving partnerships as directed.
10	4. Provides consultation to regional gift planners and other ELCA agency and institution resource development personnel on major and planned gift strategy and programming.
10	5. Participates in training of regional gift planners, volunteers, and other development personnel in major and planned giving programs.
10	6. Helps build strong relationships with congregations, synods, agencies and institutions of the ELCA to provide services of the Foundation for major and planned giving programs.
10	7. Promotes investment services to congregations, agencies and institutions through Endowment Pooled Trust Fund A.
10	8. Relates to outside attorneys, accountants, insurance agents, and other resource persons as required for effecting major and planned gifts.
5%	9. <b>Performs other duties as required</b>

### Required Skills

## ELCA Job Description Questionnaire

1. A minimum of 7-10 years experience in finance or development.  
Bachelors Degree with a Masters Degree or higher preferred
2. Commitment to the mission of the ELCA and to serving donors who support the church's ministry through major outright and deferred gifts
3. Understanding of and personal commitment to Christian giving and stewardship.
4. Knowledge of the history and structure of the ELCA . . . a member of the ELCA preferred
5. Excellent oral and written communication skills with the ability to manage people, and facilitate small groups.

Must be self-motivated, as well as, strategic, creative and the ability to relate well with others.

**List required certifications or licenses:**

### **Physical Requirements**

#### **Travel.**

A minimum of 50% by air and auto.

#### **Physical Effort.**

While performing the duties of this job, the employee is regularly required to talk, hear, and see. Arms, hands, and fingers will be needed to reach and operate a computer keyboard and touch-tone telephone. Extensive sitting is required. Employee will occasionally need to lift boxes or materials up to 35 pounds. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.