

ELCA Position Description

PERSONNEL POLICIES STATEMENT: In all of its services, both within the churchwide organization and in the fulfillment of this church's mission in the world, the employees of the Evangelical Lutheran Church in America shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the ELCA.

TITLE: Director, ELCA Foundation

REPORTS TO: Executive for Mission Advancement UNIT: Mission Advancement

POSITION SUMMARY

This position leads the ELCA Foundation in its responsibilities for the major gift and planned giving programs of the ELCA, and educational and support services to congregations, synods and institutions of this church, toward the goal of increasing resources for all the ministries of the ELCA. This position will also provide oversight of the Foundation staff and operations including the regional gift planning program; cultivation and solicitation of legacy gifts, both major outright and deferred gifts; and promotion of pooled investment services for endowment funds.

DIMENSIONS

No. of Employees: 20

Operating Budget: \$

PRINCIPAL ACCOUNTABILITIES

1. Develops strategies for and coordinates programs of major gifts and deferred giving.
2. Works collaboratively and provides consultation and support to churchwide leaders, colleagues and ELCA ministry in the areas of major gifts and deferred giving.
3. Develops and maintains a major gift program and leads in identifying and cultivating prospective donors.
4. Works with the Office of the Treasurer and legal counsel to coordinate the administration of deferred gifts in line with best donor stewardship practices.
5. Leads Foundation staff team including analyzing work, setting goals and proposing strategic allocation of human and financial resources.
6. Develops and fosters close working relationships with churchwide units, synods, congregations, institutional networks, ethnic associations and governance.
7. Oversees relationships with Lutheran Planned Giving units and other deployed and shared staff.
8. Develops and cultivates an ongoing network of people of color and/or primary language other than English in order to recruit and retain a racially and ethnically diverse workforce.
9. Performs related duties as required.

QUALIFICATIONS

- 1) Demonstrated ability to administer a program and team of comparable size and scope in a creative and strategic manner, including the ability to lead change, manage multiple projects, delegate and negotiate with ease and authority, manage staff and budget and develop clear priorities and realistic goals.
- 2) Extensive experience in donor stewardship, capital campaigns, foundation/corporate solicitations, deferred giving, communications and/or special events.
- 3) Significant experience and understanding of the basic components of stewardship within church environments.

- 4) Certified Fund Raising Executive status preferred, but not required.
- 5) Strong leadership qualities as evidenced by the ability to conceptualize, initiate, manage, coordinate, motivate, and select quality staff.
- 6) Demonstrated ability to develop collaborative relationships across various expressions of the church.
- 7) Proven ability to communicate effectively and clearly; to build consensus and facilitate teamwork.
- 8) Knowledge of the ELCA, its constitution and structure and proven ability to relate effectively with boards and other elected leaders.
- 9) Demonstrated understanding of and commitment to Christian stewardship. Understanding of and commitment to the goals, spirit and mission of the ELCA. Knowledge of church issues and trends.
- 10) Ability to travel extensively.
- 11) Outstanding organizational skills, strategic agility and flexibility, disciplined, able to meet deadlines, self-starter, able to work under the pressure of demanding priorities and deadlines.

July 2011
EXEMPT