

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: Program Director for the Fund for Leaders in Mission
UNIT: Mission Advancement

SUMMARY

This position has primary responsibility for directing and maintaining a comprehensive program that fully develops the resources of volunteer leadership, philanthropic support, and communications to produce a significant level of financial support for The Fund for Leaders in Mission. Acts as the chief major gifts officer for The Fund. General direction is received from the Director for Mission Funding.

PRINCIPAL ACCOUNTABILITIES

1. Works aggressively to identify, define and acquire funding resources, build new donor relationships and maintain current donor relationships.
2. Plans and implements short and long-range goals for the national development program (both cash and planned gifts) for The Fund.; facilitates understanding of The Fund's overall development strategy and how it inter-relates with the Mission Advancement unit and other fund development programs within the ELCA and its seminaries.
3. Oversees the design and implementation of a communication and marketing strategy to bring awareness of The Fund to ELCA constituency both locally and nationally.
4. Recruits, facilitates and maintains effective relationships with a national leadership council to support the strategies, goals and objectives of The Fund
5. Supervises and coordinates work of the staff to carry out the approved strategies, goals and objectives for The Fund.
6. Assists in coordination of planned gift requests by ELCA Foundation staff at the Lutheran Center and field staff throughout the church.
7. Recommends and oversees The Fund scholarship program, including the nomination, selection and awards processes, recognition of donor/student contributions, and tracking of students.
8. Performs other duties as required

QUALIFICATIONS:

1. 5-7 years experience in Fundraising, Major Gift Development, Annual Giving, Capital Campaigns or an equivalent combination or training and experience; Certified Fund Raising Executive preferred
2. Extensive administrative experience in resource development, marketing and/or public relations a plus.
3. Demonstrated ability to meet people with ease; build effective relationships and alliances with diverse populations
4. Demonstrated ability to communicate the written and spoken work with tact, diplomacy, and/or authority when necessary
5. Demonstrated ability to conceptualize planning and development opportunities on a national scale
6. Excellent organizational skills, well disciplined, able to meet deadlines, self starter, able to work under pressure of many priorities and deadlines;
7. Understanding of and commitment to the vision, spirit and mission of the ELCA; in-depth knowledge of local and national implications of ELCA ministry; membership in an ELCA congregation preferred
8. Ability to travel extensively, potentially 50 percent of time.