

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 for Mission Funding

REPORTS TO: Executive Director for Mission Advancement

UNIT: Mission Advancement

POSITION SUMMARY

The Director for Mission Funding is responsible for creating and managing a forward thinking, comprehensive strategic fund-raising effort to support the ministries of the ELCA churchwide organization. The scope of responsibilities include oversight of fund appeal directors and staff and the ELCA Mission Support system and relationships, as well as collaborative efforts with major and deferred giving, marketing and constituent support groups.

PRINCIPLE ACCOUNTABILITIES:

1. Develops strategic fundraising plans for the various appeals of the churchwide organization including World Hunger, Fund for Leaders in Mission, Vision for Mission, Missionary Sponsorship, Global Gifts, New Ministry Starts and special campaigns.
2. Guides integration of existing mission support system with other fund-raising, stewardship and marketing initiatives.
3. Collaborates with Director for the ELCA Foundation, the Director for Constituent Support and the Director for Marketing and Public Relations to develop compelling and strategic fund-raising communications to the most appropriate constituent segment.
4. Aggressively seeks new funding sources and maintain relationships with current and past donors. Develops plans for responding to time-limited opportunities to raise awareness of short-term or urgent giving opportunities.
5. Garners support of churchwide leadership, staff and key partners in financially supporting and advocating for churchwide ministries; develops and nurtures networks to support mission funding.
6. Provides timely analysis of giving trends to unit executive, including proposals for addressing negative variances and downward trends.

7. Selects, supervises, develops and supports qualified staff members, enabling them to function successfully as a team in advancing the work of the unit.
8. Develops and fosters close working relationships and provides guidance and support to churchwide units, congregations, synods, regions, and related institutions on matters of resource development.
9. Performs other duties as required.

QUALIFICATIONS

1. 8-10 years experience in such areas as annual giving, capital campaign, foundation/corporate solicitations, communications and/or special events, preferably within church environments; significant experience and understanding of strategic planning/implementation and operations management.
2. Demonstrated ability to develop collaborative relationships and facilitate teamwork with different areas of this church, such as other churchwide units, bishops of the church, and congregational leaders
3. Strong leadership qualities as evidenced by the ability to conceptualize, initiate, manage, coordinate, motivate, and select quality staff develop collaborative relationships with key partners.
4. Demonstrated understanding of and commitment to Christian stewardship; understanding of and commitment to the goals, spirit and mission of the ELCA or full communion partner church.
5. Certified Fund Raising Executive status preferred, but not required

PHYSICAL REQUIREMENTS

Travel: Occasional travel (5 days/month) to meet with major donors or attend other events.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers to operate a computer and telephone. This position requires sitting for long periods of time. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions