

EXECUTIVE DIRECTOR
DAKOTAS UNITED METHODIST FOUNDATION
Position Description

DAKOTAS UNITED METHODIST FOUNDATION MANAGEMENT STATEMENT:

The mission of the Dakota United Methodist Foundation is a ministry rather than an institution. The Foundation enjoys a unique position within the philanthropic life of the United Methodist Church. Expectations of the Executive Director would include (1) leadership skills (2) administrative abilities (3) a strong theology of stewardship (4) interest and ability in relationship building and fundraising (5) familiarity with finance and investments (6) an understanding of our denominational history, doctrine and polity, and (7) conformity with established ethical standards. The Executive Director relates to the Foundation Board, the Bishop, individual donors, Conference churches, the Annual Conference Treasurer, and a wide variety of charitable agencies, institutions, and causes enhanced by the Foundation's ministry.

While no individual will have abilities equal among these areas of expertise, the following serves as a guideline for the position.

GENERAL POSITION SUMMARY:

1. The Foundation Executive Director is accountable to the Board of the Dakotas United Methodist Foundation and the Bishop of the Dakotas Conference and shall relate to the Extended Cabinet, the Conference directors and staff, Chairpersons of Finance and Administration, and various ministries of the Dakotas Conference.
2. The Foundation Executive Director is the Chief Executive Officer and advisor for the Foundation Board of Directors as provided by the Corporation's Articles and Bylaws.

DUTIES AND RESPONSIBILITIES

1. STEWARDSHIP
 - a. To affirm and communicate a biblically and theologically sound understanding of stewardship as a basis for seeking short and long term financial undergirding for the ministries supported by the Dakotas United Methodist Foundation and churches/ministries of the Dakotas Conference.
 - b. To assist the members and staff of the Foundation in understanding their role and responsibility as stewards of church funds.

2. FUNDRAISING AND FUND MANAGEMENT

- a. Current Funds Program - Direct and participate in the general solicitation for support for Group Endowments, Cornerstone Society gifts, and other support of the Foundation.
- b. Planned Giving Program - Direct and Participate in a Planned Giving Program, including endowments, estate gifts, Charitable Gift Annuities, and others.
- c. Capital Campaign - Provide support, as needed, for a Conference feasibility study and/or capital campaign.
- d. Interpretation and Communications - Interpret the purpose, programs, and needs of the institutions and ministries of the Dakotas Annual Conference.
- e. Liaison - The Executive Director shall act as liaison between the Investment Committee of the Dakota United Methodist Foundation and the Investment Advisor on matters of Investment Policy.

3. OFFICE MANAGEMENT

- a. The Executive Director has general responsibility for the Foundation office and its operation, which includes, supervision of the office staff, general supervision of the bookkeeper in conjunction with the Foundation Treasurer and the hiring and dismissal of support staff.
- b. The Executive Director is responsible for establishing and maintaining adequate records relating to the Current Funds, Planned Gift Funds, personnel management, and other essential functions of the Executive Director's office.

4. STAFF COORDINATION

- a. The Executive Director has overall responsibility for the Foundation support staff and shall cooperate with the Foundation Treasurer in the supervision of the Foundation staff in that which relates to bookkeeping duties and functions.
- b. In matters relating to the Foundation, the Executive Director shall have overall responsibility for the Foundation Treasurer's work, and shall consult with the Foundation Treasurer as special needs arise.
- c. The Executive Director shall endeavor to develop and help maintain a professional and cooperative relationship with the Foundation Treasurer, Conference directors & staff, and Extended Cabinet.

5. SUPPORT

- a. As time permits, the Foundation Executive Director shall be available as a resource person for the Annual Conference programs, dealing with stewardship and finance.
- b. The Foundation Executive Director shall be involved in other supportive and cooperative roles to include, but not be limited to: Conference Center staff meetings, Extended Cabinet meetings, and other important or necessary meetings.

6. GENERAL

- a. The Executive Director may be expected to travel 40-65 percent of her/his time in visiting local church members and constituents, meeting with persons and committees, public speaking, and holding workshops.
- b. Participate in special calls for cultivation and receiving of Planned Gifts; activities of a Capital Campaign, if applicable; and the management of assets of the Foundation will determine the amount of time spent in the field.
- c. The working hours in the office for the Executive Director will be flexible. Sufficient office hours will be maintained to meet the essential needs of the office management responsibilities.
- d. The Foundation Executive Director shall be expected to pursue continuing education opportunities as time and budget permit.

QUALIFICATIONS

1. EDUCATION

- a. Undergraduate degree or equivalent experience with an emphasis in communication, marketing, or business preferred.
- b. An advanced degree and CFRE preferred, or course work and/or continuing education in a field related to the work of the Foundation.

2. EXPERIENCE

- a. A demonstrated commitment to the connectional nature of the United Methodist Church.
- b. A minimum of three years' experience in a fund-raising leadership role is preferred.

- c. Verifiable experience and demonstrated skills including:
- Appreciation for the structure, philosophy and values of the United Methodist Church
 - Success in major gift/donor solicitation with the ability to close in the fields of Current Funds, Planned Giving, Major Gift solicitation, Capital Campaign and Foundation Administration preferred
 - Skills related to marketing and social media.
 - Organizational, personnel and budget management
 - Group and individual motivation capabilities
 - Excellent oral and written communication skills
 - Aptitude in using computer software programs for database management and word processing
 - Ability to feel comfortable and communicate effectively with people of various vocations, cultures and economic levels
 - Willingness to travel
 - Highest moral integrity and ethical fundraising

EVALUATION

1. The Foundation Executive Director shall annually complete a written report or summary of personal goals for the Foundation Board for its review and approval.
2. The Foundation Executive Director shall be evaluated annually by the Foundation Board.

HIRING AND DISMISSAL

1. The Dakotas United Methodist Foundation Board of Directors shall hire and direct the Executive Director of the Foundation.
2. Dismissal of the Foundation Executive Director shall be done by the Dakotas United Methodist Foundation Board of Directors in consultation with the Bishop.
3. When the Executive Director of the Foundation is clergy, the provisions of the BOOK OF DISCIPLINE having to do with the appointive process and consultation with the Cabinet shall be followed.