



Job Opening

Position: Director of Development

Salary: Competitive salary and benefits available

Reports To: Executive Director

Type: Full-time office and regional travel

Location: Dothan, Alabama

About Us

The mission of the Alabama-West Florida United Methodist Foundation is to encourage generosity as a way of life, foster planned giving, develop successful planned giving programs, and manage funds to strengthen the work of Christ's church.

The Foundation was chartered in 1979 by a group of Methodist lay leaders with a dream of providing low-cost financial solutions and support to grow and strengthen the churches in the Alabama-West Florida area. Since then, our services have expanded, funds have grown, and we have continued to equip vital congregations and their donors to be effective stewards of their God-given resources. We are grateful for these visionaries and vow to continue serving Wesleyan-based churches and organizations to support their mission of making disciples.

Job Description

The Director of Development will play a crucial ongoing role in developing and nurturing a network of pastors and leaders, providing training and education on stewardship and financial readiness, and ensuring effective communication of planned giving opportunities. This position has the potential to advance to the Executive Director role.

Qualifications and/or Experience

- Bachelor's Degree Required; non-profit certification or Master's degree preferred
- At least 7 years of experience in the areas of donor development, planned gifts, investments, and other areas of financial stewardship.
- Experience in budgeting, banking, investments, or finance with strong financial acumen is recommended
- Comprehensive understanding of Wesleyan/Methodist theology and policy preferred. Membership in a Methodist church is not required.
- Comfortable in a church environment and engaging in spiritual conversations about faith and money
- Strong verbal and written communication skills, including effective presentation skills
- Proficiency in computer technology and a willingness to learn new software systems
- Ability to problem-solve with committees, congregations, and donors
- Ability to work efficiently with minimal supervision in an office environment, with a high degree of dependability, accountability, and planning
- Proven leadership and management experience
- Ability to drive to church meetings and work a flexible schedule, including occasional weekend and/or evening hours
- Responsible for transporting marketing materials/booth table supplies into event spaces
- Must exhibit the integrity to build on the Foundation's reputation as a responsive, caring, and trusted partner
- Approved background check required

Responsibilities

- Provide planned giving services to individuals and churches throughout the Alabama-West Florida geographic area. Services include prospect/donor identification and cultivation, fund administration, investment management, educational opportunities, free marketing resources, scholarships, grants, and low-cost loans.
- Maintain and grow relationships with current church account holders and donors and develop new relationships. This requires a working knowledge of our services and the ability to interpret complex financial reporting of planned gifts and investments to participants with various levels of experience.
- Collaborate with district and conference ministry leaders on plans and events that build toward the future and growing resources for local churches and ministries
- Make presentations to churches and church agencies promoting the Foundation's investment, fund administration, and planned giving services to increase the visibility and impact of the Foundation.
- Provide leadership to local churches in growing resources for ministry using the Foundation's Planned Giving Program
- Coordinate and conduct training sessions for pastors and laypeople on stewardship and financial readiness.
- In consultation with the Executive Director, prepare and submit a proposed annual budget for development events
- Work closely with the Communication's Director on consistency in branding and communication
- Attend continuing educational programs/seminars to stay current on gift strategies and technology
- Represent the Foundation at various conferences and meetings

How to Apply

To apply for this position, send your resume along with a cover letter to:

foundation@alwfumf.org

OR

Alabama-West Florida United Methodist Foundation
Attn: Terri H. Turner
P. O. Box 8066
Dothan, AL 36304