



**Position:** Director of Development  
**Department:** Office of the General Secretary, CEO  
**Supervisor:** General Secretary/CEO  
**Hours:** 9:00am – 5:00pm (Monday - Friday)  
**Location:** 475 Riverside Drive, 15th Floor, New York, NY 10115  
 (Hybrid & Remote arrangements are available)  
 Travel outside New York City is required.  
 Weekend and evening meetings are frequently required.

**Travel Required:**  
**FLSA Status:** F/T Exempt  
**Salary Level:** 16 - Director

**TO APPLY**

send cover/resume to [EMPLOYMENT@UNITEDMETHODISTWOMEN.ORG](mailto:EMPLOYMENT@UNITEDMETHODISTWOMEN.ORG)  
 with **“DEVELOPMENT DIRECTOR: (YOUR NAME)”** in the subject line.

**About United Methodist Women**

United Methodist Women - National Organization is the policy-making body that manages and oversees the programs and projects of United Methodist Women (UMW). We accomplish this by equipping women and girls around the world to be leaders in communities, agencies, workplaces, governments and churches and to advocate for the oppressed and dispossessed with special attention to the needs of women and children. UMW builds supportive communities among women; engages in activities that foster growth in the Christian faith, mission education, and Christian social involvement, while working for justice through compassionate service and advocacy to change unfair policies and systems while providing educational experiences that lead to personal change in order to transform the world.

**Summary of Responsibilities**

The Director of Development holds a major fundraising position in UMW, responsible for developing and implementing plans for securing major gifts and planned gifts from donors through estate planning and other types of gifts/donations and the on-going every member efforts (Day of Giving, Legacy Builder, etc.). She provides leadership, along with the General Secretary, for achieving the Legacy Endowment Fund goal. The Director of Development’s duties include functioning as a development officer including cultivating donors, meeting with donors and financial planners and answering inquiries. This position provides leadership, working with other development staff, to develop planned giving as a critical component of a strategic fundraising plan and responsibility for the current campaign. This position requires working as part of a team to diversify funding resources and engaging in long-term financial planning for the organization, including the creation and/or maintaining current endowments and other permanent financial resources taking account of the critical role of Mission Giving.

(\*) **This position supervises two Development Officers and a Development Accounting Clerk.**

**Essential Job Functions** (other related duties may be assigned):

*Management*

1. Develops and implements an annual plan for Fundraising operations.
2. Keeps the Fund Development team focused on high yield activities and the software and procedures that support them.
3. Provides strategic information and guidance to assist in developing goals, plans, and procedures.
4. Leads and manages the affairs of the office including budgeting, program direction, supervision and evaluation of assigned staff.
5. Works with the Treasurer and others involved in mission giving and on-line giving to reach annual goals.
6. Organizes or participates in other initiatives to promote the organization.

*Leadership*

1. Provides effective training, support and leadership to campaign volunteers and leaders to meet annual and long-term financial goals.
2. Provides staff leadership and continuity for the Fund Development staff and with the Board and Program Advisory Group Legacy Steering team as well as with Conference Legacy Liaisons.

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3. Keeps the Fund Development team focused on high yield activities and the software and procedures that support them.
4. Coordinates with activities focused on Mission Giving and communicating organizational impact.
5. Trains and leads other staff and volunteers to support fundraising and marketing efforts.
6. Maintains and enhances the credibility of the organization's reputation in reliably handling gifts in accordance with donor intent and communicating this among staff and donors.

*Fundraising*

1. Develops strategies and approaches to generate increasing levels of giving by developing and promoting appropriate donor recognition programs.
2. Establishes financial goals for major, planned and every member-giving in consultation with management and develop strategies to reach them.
3. Develops and deploys Board fundraising capacity.
4. Forges relationships with members and facilitates members' perpetuation of their current giving through planned gifts.
5. Ensures that all major and planned giving donors receive appropriate, consistent recognition and an accounting of the impact that their gift has annually.
6. Establishes and maintains a donor cultivation cycle and gift stewardship program to ensure that new major donors are developed, have opportunities to increase their level of support annually, and enjoy a close relationship to UMW.
7. Cultivates and nurtures relationships with current and potential corporate & foundation sponsors, and individual donors.
8. Explore areas of additional fundraising for the organization including potential corporate and foundation funders.
9. Cultivates giving by making personal calls on donors and their financial advisors to ensure a growing base of support and supporting the development officers to do the same.
10. Uses prospect research tools and donor database to build donor relationships.

*Public Relations*

1. With the Communications Department develops promotional materials such as brochures and reports to promote the organization.
2. Oversees Development Communication.
3. Develop and implement comprehensive marketing and public relations strategy with approval from senior leadership.
4. Acts as goodwill ambassador when required.
5. Prepares and delivers speeches and presentations to service organizations, business groups and boards.

*Innovation*

1. Develops innovative recognition opportunities and materials and events for continuity and donor stewardship.
2. Creates strategies to market to major donors.
3. Performs other related duties as assigned.

*Reporting*

1. Provides annual reports and account statements and donor recognition events.
2. Collaborate with appropriate Finance staff to ensure the highest standards and best practices in donor record management.
3. Oversees the collection and entry of data of donor information.

**Special Consideration**

This position requires contact on a regular basis with individuals and groups which are not part of the church's official structure. This work has an integrity which United Methodist Women respects as part of its work. In all areas of United Methodist Women's ministry, confidentiality in relationships must be respected.

**Team Participation**

May be requested to participate on special projects and/or events planning team. Participation in these circumstances is factored into the overall evaluation of performance.

**Necessary Skills**

Managing Process and Projects  
 Managing CRM Software Applications  
 Dependability & Initiative

Prioritizing & Time Management Skills  
 Knowledge of Grant Writing  
 Problem Solving & Troubleshooting

Persuasion & Interviewing Skills  
 Strong Verbal/Written Communication  
 Highly Organized

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## Work Activities and Critical Competencies

- **Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **Computer Proficiency** — Using data bases, CRM systems and fundraising platforms to support the program, set up functions, enter data, or process information, distribute information and collect data and generate reports
- **Performing Administrative Activities** — Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- **Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others and maintaining them over time.
- **Communicating with Persons Outside the Organization** — Communicating with people outside the organization, representing the organization to members, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.
- **Organizing, Planning, and Prioritizing Work** — Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **Documenting/Recording Confidential Information** — Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form. Maintaining confidential information.
- **Identifying Objects, Actions, and Events** — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **Performing for or Working Directly with the Public** — Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores and receiving clients or guests.
- **Action-Oriented** - Displays and encourages a sense of commitment to meeting deadlines and achieving results and devotes resources to “what is important now.”
- **Communication** - Demonstrates effective verbal and written communication. Communicates effectively with staff, member/students, and other departments across the organization. Listens to others to ensure understanding and contributes meaningful information during meetings.
- **Integrity and Ethics** - Consistently demonstrates integrity and ethical behavior congruent with UMW’s values of integrity, excellence, service, and stewardship in all transactions and relationships.
- **Planning/Organizing** - Prioritizes and plans work activities and uses time efficiently. Organizes or schedules tasks and develops realistic action plans.
- **Professionalism** - Approaches others in a professional manner. Reacts well under pressure and always treats others with respect and consideration regardless of their status or position. Accepts responsibility for own actions and follows through on commitments. Demonstrates commitment to continuous improvement of processes, procedures, and policies. Copes effectively with change and is comfortable working with uncertainty.
- **Member Oriented** - Interacts cooperatively and constructively with members and exhibits the highest standards of dedication and commitment to quality service to meet or exceed member requirements.
- **Teamwork** - Contributes to building a positive team spirit by placing success of team above own interest. Supports other staff in their efforts towards a completed project.

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**Qualifications**

All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Minimum of a bachelor’s degree in business, Marketing or related field with 10(+) years of related experience. An advanced degree is preferred. Individual must possess a minimum of 10 years combined leadership and major gift fund-raising management experience including five to eight years in a senior management capacity with a complex not-for-profit organization involving a significant number of people and organizations with diverse and varied interests and backgrounds.

- Specialized knowledge related to planned giving and major gifts fund-raising.
- High energy, positive, can-do attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Experience with donor databases Raiser’s Edge, Donor Perfect and/or Crescendo preferred.
- Extensive experience working with volunteers.
- Excellent written, verbal and interpersonal communications skills. Ability to listen is essential.
- Proven fund-raising, leadership and consensus building skills.
- Able to balance competing priorities, complex situations and tight deadlines
- Proven Fundraising track record.
- Able to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally. Able to lead and motivate groups and individuals.
- Certification as a professional fundraiser and a sense of humor is a plus.
- Able to overcome obstacles to cooperation and to foster harmonious relations. Able to work effectively with donors and professional advisors.

**Performance Measurement**

Specific measures of satisfactory performance, both objective and subjective, will be developed in consultation with the Human Resources Director and direct supervisor and in harmony with United Methodist Women’s mission, cultural principles, and annual leadership priorities. Participation on special projects and/or events is factored into ongoing peer and management performance feedback.

**Benefits**

**Health, Life, Dental, Vision, EAP, 10% 403b Employer Contribution, Cash Incentive Wellness Programs, 22 Vacation Days, Closed August Fridays & Christmas Week and other generous time-off benefits.**

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