

U of A Wesley College Ministry
520 N. Lindell Avenue, Fayetteville AR 72701

JOB DESCRIPTION

Job Title:	Development and Alumni Relations
Reports to:	College Pastor/Director of U of A Wesley
Job Status:	Full Time
Job Classification:	Program Staff

Ministry Summary:

Central United Methodist Church of Fayetteville, AR, has forged a unique college ministry partnership with the Arkansas Annual Conference to forward the mission and ministry of the U of A Wesley College Ministry in reaching and maturing students at the U of A as disciples of Jesus Christ. Coming under the umbrella of Central's programmatic ministry and accountable to its bodies, as well as to the Annual Conference, the Wesley College Ministry is led by Central's College Pastor, who also serves as the Director of the U of A Wesley. The mission of U of A Wesley is to help students CONNECT, GROW, and BEAR FRUIT in their life in Christ during their college years.

Job Summary: Development and Alumni Relations

The Development and Alumni Relations will support the U of A Wesley college ministry by strengthening alumni connection and engagement with the ministry and growing the overall support base and donor base of the ministry. These efforts will be carried out in collaboration and partnership with the College Pastor/Director of U of A Wesley and the Wesley Administrator.

Essential Duties and Responsibilities:

Alumni & Support Base Development

- Develop and implement a plan to re-establish a U of A Wesley alumni network. This will include contact through social media and email, as well as face-to-face contact.
- Nurture alumni as donors to the ministry.
- Facilitate ongoing connection of Wesley alumni with others from their era.
- Develop a relationship on behalf of the ministry with parents of current students so as to invite their investment in the ministry and to nurture them as donors.
- Handle event coordination for alumni gatherings, including fall football gatherings and other events, in collaboration with Fundraising and Development Committee volunteers, as needed.

Communications & Administrative Support

- Promote the ongoing story of Wesley's ministry to donors, alumni, the Central UMC family, Arkansas Conference Churches, and other friends and stakeholders through all print and social media outlets.
 - Serve as the primary liaison to Central's Communications team for the above purposes.
- Collaborate with Wesley's Administrator to produce Wesley's monthly Alumni & Friends e-newsletter.
- Build and maintain an Alumni, Friends and Donor database and manage distribution list.

Donor Development

- Manage any fundraising campaigns and fundraising events, including planning, implementation, and promotion, and coordinate volunteer involvement.
- Manage and grow the Extra Mile Club, including an annual membership campaign.
- Work with College Pastor and Fundraising and Development Committee to identify and nurture new donors, to the ministry through all forms of contact, including face-to-face meetings, phone calls, and other communication.
- Nurture and solicit major gifts to the ministry, including research of potential donor giving patterns and initiating and developing relationships.
- Work with College Pastor to nurture the investment of Arkansas Conference and other churches in the ministry, especially churches within the Northwest District, through personal contact with church leaders and staff. Work with the Fundraising and Development Committee to solicit annual pledges and/or special offerings.
- Identify and coach students, interns, and volunteers to share the story of Wesley, as well as schedule speaking engagements in local churches.

- Serve as the primary liaison to the Wesley Advisory Council Fundraising and Development Committee. Engage and support this committee and any additional volunteers in their outreach and fundraising work on behalf of the ministry.
- Research and write grants which would benefit the ministry or its facilities.
- Solicit sponsorships and corporate gifts as desired.
- Oversee donor pledge activation, fulfillment, and renewal. Maintain pledge records.
- Manage contribution acknowledgements, including end-of-year and other contribution acknowledgements, thank you notes, donor wall updates, annual donor recognition events, and other acknowledgements.

Desired Competencies, Gifts, and Passions:

- A growing knowledge and profession of the Christian faith and an active, maturing walk with Christ
- Interest in and love for college-aged students
- Strong organizational skills
- Effective relationship-building skills
- Professional and courteous demeanor
- Ability to work with a team
- Strong written and verbal communication skills

Required Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- **Education and/or Experience:** A bachelor's degree, United Methodist Membership, and minimum of two years' experience in fundraising, grant writing, and development is required.
- **Computer Skills:** Working knowledge of Microsoft Office (including Outlook, Word, and Excel), and of social media. Willing to be trained on Shelby System, Ministry Tracker, Constant Contact, Ekklesia 360 and any other needed programs.
- **Language Skills:** Ability to read and interpret documents such as curriculum guidelines, applicable State /Federal Regulations and procedures manuals. Ability to write schedules, curriculum and correspondence. Ability to speak effectively before groups of students, parents, committees, potential donors, and employees of the church. Ability to effectively communicate one-on-one or in small group settings with students and parents is essential.
- **Travel and After Hours:** Some night, weekend, and out of town work required. Must have vehicle for travel and a cell phone for communication. Travel and cell phone reimbursement will be provided.

Work Environment:

The noise level in the work environment is usually moderate but may be considered loud at unusual times. Driver's license required for travel between church and applicable functions. Exposure to weather during mission trips, student outings, etc.

Compensation: Salary commensurate with experience, plus benefits.