



Southern New England Conference

United Church of Christ

Living the Love & Justice of Jesus

Job Description

<u>Position Title:</u>	Associate Director of Philanthropy
<u>FLSA:</u>	Exempt
<u>Hours:</u>	Full-Time/ 35 hours
<u>Salary:</u>	78,000
<u>Reports to:</u>	Director of Philanthropy
<u>Department:</u>	Development
<u>Closing Date:</u>	January 5, 2024

The Southern New England Conference, United Church of Christ, has a rewarding opportunity for an Associate Director of Philanthropy on the Development Team.

Position Summary:

The Associate Director of Philanthropy works closely with the Director of Philanthropy to provide leadership in fundraising throughout the Conference. The position will manage independent and collaborative projects including, but not limited to, maintaining close and collaborative working relationships with the SNEUCC churches.

Key Duties & Responsibilities:

- Persuasively convey the SNEUCC mission and vision, and champion stewardship by seeking to preach/teach or share in a SNEUCC church or UCC affiliated institution once or twice a month.
- Strengthen the financial expression of covenant through advocating for increasing the percent of income that each local church decides upon in their Proportional Giving structure.
- Create and communicate information to churches about SNEUCC and their proportional giving.
- Participate and support in all fundraising events for the Conference.
- Create electronic and social media communications on behalf of the Development Team in collaboration with the Director of Philanthropy.
- Maintains and updates the stewardship and fundraising section of the website.
- Engage congregations in SNEUCC's programmatic work and increase participation in programs and services, including, but limited to, support of Super Saturday and Annual Meeting.
- Supports and assists in donor cultivation, stewardship and development efforts through relationship building to increase giving and engagement in the work of the Conference.
- Strategically build, nurture, and maintain relationships among pastors, churches, and lay leaders.
- In collaboration with Database Specialist/Registrar and the Senior Administrative Assistant, maintain and update databases, and keep records and materials up to date.



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- Assist in the preparation of all fundraising materials, print and digital collateral materials, in support of Conference fundraising work, including, but not limited to, annual appeal, outreach materials for fundraising events, donor solicitation and pledge cards, in collaboration with SNEUCC staff.

Conference-Sponsored Events

- The Associate Director of Philanthropy will be required to participate in Conference-Sponsored events throughout the year.

Required Qualifications:

- Minimum of 2 years' experience in fundraising work.

Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills and/or abilities required to perform successfully in this position.

- A college degree in a related field or equivalent or a combination of academic study and experience.
- Excellent written and oral communications skills.
- Proficient in technology and current trends, including social media.
- Ability to manage multiple priorities and relate to a variety of diverse stakeholders.
- Commitment to and theological understanding of mission, stewardship, and philanthropy.
- Understanding of the polity and structures of the United Church of Christ, or willingness to familiarize oneself with these.
- Desire and sensitivity to work in diverse racial, ethnic, cultural and religious settings with commitment to diversity in the workplace as well as in one's understanding of mission.
- Ability to maintain and properly handle confidential or sensitive information.
- Demonstrated ability to work collaboratively and collegially as well as independently.
- Proficiency in Microsoft Office applications and fundraising databases.
- Limited travel within the United States.

Benefits:

- Health, dental, life and disability insurance; 14% employer contribution to pension plan; generous paid time off.
- Sabbatical / Professional Development: Professional Staff Tier

Physical Requirements:



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Data Utilization - Requires the ability to review, classify, categorize, prioritize, and/or analyze data, and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction - Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization - Requires the ability to use computer hardware and software and database systems in regular performance of job duties.

Verbal Aptitude - Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude - Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning - Requires the ability to apply principles of influence systems, such as: motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning - Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability - Tasks involve the ability to travel to meetings outside the office, exert moderate physical effort, and may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 20 pounds. Tasks may involve extended periods of time at a keyboard or workstation and/or repetitive motion.

Sensory Requirements - Some tasks require visual perception and discrimination. Requires oral communications ability.

Environmental Factors - Tasks are occasionally performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, or pathogenic substances.

EEOC Policy:

The Conference provides equal employment opportunities and does not discriminate in employment opportunities or practices on the basis of race, color, religion (except insofar as ordination or religious background may be a qualification for a position), sex, national origin, ancestry, age, disability, marital status, sexual orientation or preference, gender, gender identity or gender expression, pregnancy, genetic information, military status, or any other class or status protected by law.