

Wesley Campus Ministry at UNC-Chapel Hill
Job Description
Development Director

Director of the UNC Wesley Financial Campaigns

Reports to:	Campus Minister and Executive Director
Effective:	11/02/08
Supervises:	N/A
Status:	Full or Part-Time
FLSA:	Exempt

Position Description: Answering to the Campus Minister, the Development Director provides the vision for the annual campaigns and the capital campaign of Wesley Campus Ministry at UNC-Chapel Hill. As the organization's lead fundraiser, the Development Director (DD) motivates and guides the Wesley Board of Directors to help the DD initiate and sustain relationships with current donors and future prospects. Working with Wesley's Administrative Associate, the Director oversees all campaign logistics, acknowledgement and stewardship efforts, communications and database management. The Development Director takes responsibility for the successful completion of the annual campaigns and the planning and implementation of its capital campaign.

1. Essential Functions

- Lead successful annual campaigns and a \$1 million capital campaign, for a total of \$2 million raised over five years.
- Mobilize the Board of Directors to participate actively in achieving all campaign goals.
- Identify, initiate and sustain appropriate relationships with potential and on-going donors.
- Coordinate timely and comprehensive communication efforts.
- Work with the Development Committee, the Board's working groups and the Wesley staff while taking responsibility for the direction and guidance of all fundraising efforts.
- Willingness to work some evenings and weekends as required.

2. Other Responsibilities

- Help to articulate the mission of UNC Wesley to establish a student center and residence hall to support college ministry efforts for the next fifty years.

3. Qualifications

- a. 5+ years of development experience directing annual funds and capital campaigns.
- b. Bachelor's degree required, Masters or CFRE preferred.
- c. Strong communication skills and careful attention to details.

4. Core Competencies

- a. Role-specific
 - *Familiarity with donor databases* required to track contributions and follow up with donors
 - *Networking* with donors, prospective donors and others in development to help identify and build an adequate donor base to insure successful completion of campaigns

- *Basic computer skills and web knowledge* as needed to effectively perform duties.
- *Effective oral and written communication skills.*
- *Awareness of grant and proposal writing processes* as needed to submit successful grant applications and foundation proposals.

b. Staff-specific:

- *Delegating.* Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; trusts people to perform; lets those who report directly finish their own work.
- *Organizing.* Can gather and organize resources (people, funding, materials, and support) to get things done; can orchestrate multiple activities at once to accomplish a goal; can use resources effectively and efficiently.
- *Planning.* Accurately assesses the length and difficulty of a project; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- *Managing vision and purpose.* Articulates and supports the vision and mission of UNC Wesley Campus Ministry; communicates a compelling and inspired vision for ministry; talks beyond the here and now to a larger sense of purpose; creates a compelling vision of possibility, hope, and optimism; helps others to own the vision.
- *Developing volunteers.* Is able to identify raw talent and recruit capable people into positions of responsibility; provides challenging and stretching tasks and assignments for others to do; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- *Managing conflict.* Deals with problems quickly and directly; steps up to conflicts, seeing them as opportunities; reads situations quickly; focuses when listening; settles disputes collaboratively and equitably; finds common ground and gets cooperation.
- *Interpersonal relationships.* Relates well to all kinds of people, inside and outside of the organization; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.
- *Trust and Integrity.* Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values during good and bad times; acts in line with those values; practices what he or she preaches; is loyal to colleagues who are absent from collaborative conversation.

To Apply:

Interested applicants should submit a resume, cover letter, list of three references and salary requirement to Rev. Jan Rivero, Wesley Campus Ministry at UNC-Chapel Hill, 214 Pittsboro St., Chapel Hill, NC, 27516 or wesleyunc@bellsouth.net as soon as possible. Wesley Campus Ministry desires to fill the position as soon as possible, while remaining intent to find the best fit for this position that will affect significantly the future of our organization.