

Job Title: Executive Director (Revised 4/30/18)

Reports to: Board of Directors, Desert Southwest United Methodist Foundation

1. Essential Duties and Responsibilities:

- A. Work collaboratively with and report to the Board of Directors to establish and achieve annual goals and maintain self-sufficiency of the DSUMF.
- B. Develop new relationships and implement strategies for bringing new investor funds to the Foundation.
- C. Maintain close working relationships with the Board of Directors, the DSUMF's Investment Management Firm, investors, and the Desert Southwest Conference of the United Methodist Church.
- D. Manage, report and regularly communicate investment information to all constituencies about the DSUMF's investment process, portfolio, and portfolio performance through both spoken and written communications, including the ongoing development of updated information for posting on the DSUMF's website.
- E. Establish objectives for and supervise DSUMF's Office Staff.
- F. Communicate regularly with the Board of Directors and its sub-committees: Finance Committee, Grants & Scholarship Committee, Investment Committee and Stewardship Committee.
- G. Communicate with all conference members via the weekly newsletter.
- H. Demonstrate efficient time management and ability to prioritize work load.
- I. Insure compliance with all Internal Revenue Service reporting requirements for both the DSUMF and donors that the DSUMF serves.
- J. While the DSUMF Board of Directors recognizes that its membership is "self-electing," the Executive Director must also assist the Board in recruiting new members and maintaining compliance with DSUMF By-Laws and Articles of Incorporation.

2. Qualifications:

- A. **Education:** Minimum B.S. Degree; Masters Degree in Planning, Finance, or Management is preferred; **Certification:** Certified Fund-Raising Executive (CFRE) credential is preferred.

Experience: Minimum 5 years experience including working knowledge of charitable giving and estate planning is preferred.

- B. **Computer Skills:** Proficiency with Microsoft Office and Adobe Acrobat Software; familiarity with planned giving software (Crescendo) and Accounting software (Trust Processor) is desired.
- C. Ability to teach, specifically relating to the purpose, mission, role and function of DSUMF and the services it provides to all of its constituencies
- D. Ability to communicate the written and spoken word with tact, diplomacy, and authority when necessary
- E. Excellent public speaking skills
- F. Excellent organizational skills
- G. Ability to work under the pressure of many priorities and deadlines
- H. Self-motivated
- I. Knowledge of marketing strategies and techniques
- J. Knowledge of investment policies and principles, and the ability to explain and defend fund performance
- K. Knowledge of long-range planning process
- L. Extensive understanding of IRS 501 C-3 rules regarding charitable giving and reporting requirements
- M. Good managerial skills
- N. Christian character
- O. Familiarity with the structure of the United Methodist Church is desired