

JOB DESCRIPTION – GENEROSITY AND DEVELOPMENT MANAGER
VIENNA PRESBYTERIAN CHURCH

ADMINISTRATIVE

POSITION TITLE: Generosity and Development Manager

CLASSIFICATION: Part-time (30 hours per week), non-exempt, hourly.

REPORTS TO: Managing Director

DIRECT REPORTS: None

COMMITTEE, BOARD AND OTHER RELATED MEMBERSHIPS: Serves as a leader of the Generosity Ministry Team

SUMMARY OF THE POSITION

The overarching goal of this position is to continue to grow a culture of generosity at Vienna Presbyterian Church, fostering donor relations, focusing on the spiritual practice of generosity, and supporting the Generosity Ministry with accounts receivable and related finance duties. Responsibilities include coordinating with the Generosity Ministry Committee, providing ongoing donor analysis, processing all contributions, refining the VPC message of generosity and conducting generosity campaigns. This position will also lead VPC in the development of both traditional and more modern methods of giving.

Due to the nature of church business, this position will often be privy to personal matters concerning staff, congregation members and members of the community. This position requires complete confidentiality in the execution of tasks concerning such information.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

Lead the Generosity Ministry

- Recruit and coordinate with the Generosity Ministry Committee and build teams to implement and support a yearlong generosity strategy.
- Assist the Lead Pastor and Worship Team in communicating the impact of giving to VPC.
- Coordinate with the Communications Team in the implementation of stewardship communications.
- Attend events and meetings at Vienna Presbyterian Church to promote the generosity goals.
- Identify and build relationships with potential donors, and communicate with and assist existing contributors.

Provide Ongoing Giving Analysis

- Conduct analysis of VPC's overall giving patterns.
- Conduct analysis of individual donors.
- Track the progress of generosity strategies.
- Segment members and attendees to tailor generosity and stewardship communications.

- Monitor giving records and any other financial data pertinent to generosity at VPC.

Design and Sustain Generosity Development Systems

- Assist in the development of giving platforms.
- Coordinate education programs regarding financial management and estate giving.
- Work with Communications team to deliver generosity messaging – such as website, E-blasts, videos, mailings and worship service communication (including announcements, offering talks and sermons).
- Assist existing ministries to develop generosity strategies, participation tools and implementation plans to reach their constituencies. This includes but is not limited to parent and child generosity development, new member generosity development, personal visitations, and other approaches to asking for financial support.

Conduct Relevant Generosity Initiatives

- Plan and implement the execution of the fall pledge and end of year giving initiatives, and other specific initiatives through the year.
- Promote planned/legacy giving with gifts to the VPC Endowment, and through wills and estate gift designations.

Gift Processing

- Receive and process, with assistance from staff, all contributions including checks and cash from Sunday and special services, mail, online giving and event registrations.
- Ensure that funds are safely and expeditiously deposited in the bank.
- Oversee the receipt and selling of donated stock, mutual funds or other non-cash gifts.
- Track special financial actions such as bequests, charitable trusts, and life insurance policies either owned by the church or where the church is named a beneficiary.
- Manage memorial donations and correspond with donors and families.
- Prepare and send periodic contribution statements.
- Manage and use key elements of the church financial accounting and database software.
- Update Realm profiles as needed.

QUALIFICATIONS

- Affirm the values, vision, and mission of VPC and is willing to be guided by them.
- A Christian currently walking with Jesus in their faith journey.
- Bachelor's degree preferred.
- Three years of experience with a track record of success in a Fundraising/Development-related field preferred; financial experience.
- Understanding of theology of generosity and stewardship.
- Customer service oriented.
- Understanding of budgets, revenue and expenses.
- Excellent inter-personal communication skills.
- Excellent written communication and negotiation skills.
- Dependable, organized, and detail-oriented with the ability to multi-task with flexible responsiveness to changing ministry challenges.

- Office hours are determined by VPC's Managing Director and may include tele-working hours, normal office hours plus on occasion some Saturday, Sunday and/or evening hours.
- The ability to work with a large paid and volunteer staff while maintaining confidentiality with issues and documents.
- Ability to understand and use the church database and contribution management system.
- Excellent knowledge of Microsoft programs including Word, Excel, PowerPoint, and Outlook.

WORKING CONDITIONS

The working conditions of the Generosity and Development Manager are those of a normal office environment; the physical demands are those necessary to successfully perform the major tasks, duties, responsibilities and essential functions of the position as outlined in the previous paragraphs. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.