

## **DEVELOPMENT DIRECTOR – PART TIME WESLEY FOUNDATION CAMPUS MINISTRY**

### **POSITION SUMMARY:**

The Wesley Foundation Campus Ministry at the University of Michigan is looking to hire a part time (20 hours/week) Development Director. The person right for this position will be responsible for planning and implementation of all of the Wesley Foundation's fundraising including annual campaigns, planned giving, special events and capital campaigns. The Development Director works closely with The Chaplain Director and the Foundation Board in all development and fund raising endeavors.

### **QUALIFICATIONS:**

- Must embrace the mission of the Wesley Foundation Campus Ministry and the United Methodist Church
- Strong interpersonal and writing skills.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get on the phone and build personal relationships.
- Be a "self-starter" and goal driven to initiate donor events and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate self-confidence, common sense and good listening ability.
- A bachelor's degree preferred but not required.
- Some experience in professional fundraising.

### **ACTUAL JOB RESPONSIBILITIES:**

1. Maintain our working database of alumni and supporters (we currently use Monkey Pod CRM) and track ongoing giving.
2. Develop relationships with alumni and supporters in order to maintain effective communication.
3. Direct the annual fund program, including mailings, phone trees, and annual fundraising drives.
4. Mobilize, supervise and collaborate with volunteers and students during fund drives.
5. Build the planned giving program.
6. Explore grant opportunities and work with the Chaplain Director to write up grant applications.
7. Direct capital campaigns and other major fundraising drives, as needed.
8. Work closely with the Chaplain Director, the Development Committee, and Board of Directors to maintain a unified approach.
9. Support the Chaplain Director's efforts to schedule public appearances/accept speaking engagements by providing statistics, talking points, and suggestions on target demographics.
10. Oversee creation of publications to support fund raising activities.
11. Maintain gift recognition programs.
12. Report to the Wesley Foundation Board and the Development Committee at least quarterly.
13. Demonstrate professional conduct at all times.
14. Exact responsibilities/hours to be negotiated with the Chaplain Director.
15. This position is hybrid and negotiable, as significant portions of the work could be done remotely after initial training.

## **COMPENSATION**

Competitive/commensurate with experience and other qualifications, starting \$20 - \$25/hour.

## **APPLICATION:**

Résumés accepted via email until Thursday, May 1, 2025 or when the position is filled. Email résumé to: Rev. Tim Kobler, [timkobler@umichwesley.org](mailto:timkobler@umichwesley.org)

## **ABOUT THE WESLEY FOUNDATION:**

**The Wesley Foundation at the University of Michigan** is an independent 501(c)3 campus ministry related to the United Methodist church and called to provide a place of community and faith in the midst of college life. Through Bible studies for grads and undergrads, social activities, service projects, movies, Holy Communion, programs, and speakers, we grow together and give the academic life a sense of balance and perspective. We laugh a lot and we care about each other - God is always with us.

We strive to be a pluralistic community - academically, theologically, and by age and interest. We are also a community of persons committed to caring, sharing, serving, learning, and growing with each other regardless of ethnic origin, gender, sexual orientation, marital or economic status, handicapping condition, or other human differences. Our common bond is God's love shown through Jesus Christ. Our emphases include concern for the social implications of the gospel in the world and personal growth as Christians.