United Methodist Women (national office) at 475 Riverside Drive (NY) is seeking candidates for the following five (5) positions. Feel free to share with anyone who may be interested.

Thanks much
Michelle Y. Clemons

EXECUTIVE FOR MEMBERSHIP CULTIVATION
(Section on Membership & Leadership Development)

Position Summary
The role of the Executive for Membership Cultivation is to be a visionary leader with innovative ideas to develop and implement a national program to increase the base of women who identify with our mission, participate in our organization, and provide a backbone of funding to keep our organization self-reliant, independent, and growing stronger. The national effort involves inspiring current members to:

1) Communicate the value/benefit of UMW membership to women of diverse life stages and experiences.
2) Expand their strategies for attracting and welcoming diverse women.
3) Identify multiple engagement paths for women and/or UMW supporters to connect and contribute.

Essential Job Functions (other related duties may be assigned):
1. Develop and implement strategies for attracting and engaging prospective members and friends/supporters.
2. Develop strategies to move engaged women from prospective members to United Methodist Women membership.
3. Analyze current practices and opportunities for communicating UMW engagement beyond the local church to broader community.
4. Develop strategies for exploring demographic data to determine populations of women whose expectations can be met by UMW.
5. Develop strategies for engaging new women at all life stages particularly, 18-30 years.
6. Formalize learning from strategies and best practices into a new member process for implementation at all UMW levels: local, district and conference.
7. Engage distance learning and social media to bridge face to face and online membership development training opportunities for members.
8. Stay abreast of current research related to membership cultivation and retention practices to promote innovation.

9. Provide guidance on bridging membership development and membership retention.

10. Work with Communications to provide guidance on new member resource development.

11. Develop reports and undertake special projects as applicable.

12. Responsible for maintaining confidentiality of all member information.

13. Work closely with the Executive Secretary for Membership and in partnership with all staff.

Qualifications
Although being a member of the United Methodist Church is not required, familiarity and general knowledge of United Methodist Church structure is a must. Knowledge and familiarity with United Methodist Women or a similar membership organization is preferred. A bachelor’s degree in marketing, public relations, communications or related field. Minimum of three to five years’ experience in building and maintaining a membership program and/or grassroots organizing, social justice and/or marketing/communications campaigning, with demonstrated achievements and results desired. Proven membership development experience in a similar nonprofit membership environment to that of the employer helpful. Experience in engaging women, 21-40 years, in membership a plus. Ability to work with minimal supervision and be responsible for overseeing projects in team environment, working with strong personalities, peers and supervisors. A passion and commitment to social, economic and racial justice. Excellent organizational skills required, experience with project management tools & techniques a plus. Excellent oral and written communication skills required for interaction with members and staff, as well as external constituencies at all levels. Demonstrated ability to manage databases, develop formal written reports and deliver this information in a formal presentation. Demonstrated leadership skills in planning and directing processes, program components, and staff amicably. Professional attitude and appearance; openness to continued learning and upgrading of skills.

EXECUTIVE FOR MISSION EDUCATION AND ENRICHMENT
(Section on Membership & Leadership Development)

Position Summary
Under general direction from the Assistant General Secretary of Membership and Leadership Development, the Executive for Mission Education and Enrichment is responsible for the overall planning, implementation and visioning for the Mission u program of United Methodist Women. The Executive will team with other staff and program units in developing and maintaining a comprehensive focus on mission education and transformative learning for United Methodist Women while integrating the work of mission education, spiritual formation and leadership development. The Executive of Mission Education and Enrichment works cooperatively and collaborates to support the entire program of UMW.

Essential Job Functions (other related duties may be assigned):
1. Plans for and implements, with the Education and Formation Staff team, the annual Mission u Leader Training Events.
2. Oversees the program of conference Mission u with respect to resources, training and support for Deans/Assistant Deans and study leaders, study leader certification, and policy development.
4. Leads the Education and Formation staff team in its work on transformative and integrative learning and planning for Mission u Leader Training.
5. Supports, as needed, the development of mission study resources.
6. Meets with and assists in resourcing the Editorial Board of United Methodist Women.
7. Works to promote the UMW mission studies across the church and in settings outside of the organization.

Qualifications
Bachelor’s Degree with a minimum of five years of executive administrative experience in the field of missions and education/development processes, missions in a setting for Christian formation as well as acquisition of knowledge and skills; preferably in a religious nonprofit or community-based organization. Must have a background in education or faith development. Although being a member of the United Methodist Church is not required, familiarity and general knowledge of polity of the United Methodist Church is a must. Proven ability to perform research, create reports and presentations. Able to effectively communicate with key constituencies and implement sound educational strategies and tactics that promote excellence at the AGS’ direction and on behalf of UMW. Demonstrated PC literacy and proficiency, including word processing, spreadsheets, and database (Microsoft Office - MS Word, MS Excel and Access) and the willingness to learn new software applications. Excellent office management and interpersonal skills. Able to exercise discretion, initiative, and independent judgment in making sound decisions and in developing solutions to problems. Proven ability to perform well within a multiple-deadline driven environment with familiarity with social media platforms. Must have the ability to compose, write quickly, accurately and intelligently in English with the ability to work independently with a high attention to detail, including excellent proofing and editing skill. Must be forward-thinking with the ability to assess risk, anticipate issues of concern and the ability to pre-troubleshoot potential obstacles. Confidence, patience, a desire to help others and a sense of humor is a must.

FUND DEVELOPMENT OFFICER
(Office of the General Secretary/CEO)

Position Summary
The Fund Development Officer holds a major fundraising position in UMW, responsible for developing and implementing plans for securing major gifts and deferred gifts from donors through estate planning and other types of gifts/donations. This position implements plans for securing major gifts and deferred gifts from donors through estate planning and other types of gifts and donations. The Fund Development Officer’s duties may be combined with other fundraising responsibilities not limited to meeting with donors and financial planners and answering inquiries. This position involves a full range of donor cultivation duties, including working with other development staff to develop planned giving as a critical component of a strategic fundraising plan. This position requires working as part of a team to diversify funding resources and engaging in long-term financial planning, including the creation and/or maintaining current endowments and other permanent financial resources.
**Qualifications**

Minimum of a Bachelor’s degree in Business, Marketing or related field with 10(+) years of related experience. An advanced degree is preferred. Individual must possess a minimum of 10 years combined leadership and major gift fund-raising management experience including five to eight years in a senior management capacity with a complex not-for-profit organization involving a significant number of people and organizations with diverse and varied interests and backgrounds. Extensive experience working with volunteers. Proven fund-raising, leadership and consensus building skills. Proven Fundraising track record. Proven negotiation and mediation skills. Able to lead and motivate groups and individuals. Able to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally. Able to overcome obstacles to cooperation and to foster harmonious relations. Specialized knowledge related to planned giving and major gifts fund-raising. Able to work effectively with donors and professional advisors. Able to balance competing priorities, complex situations and tight deadlines. Excellent written, verbal and interpersonal communications skills. Ability to listen is essential. Able to ask leading questions which encourage prospects and donors to talk about themselves and their activities. High energy, positive, can-do attitude, flexibility, teamwork, and attention to detail; high degree of initiative. Experience with donor databases Raiser’s Edge, Donor Perfect and/or Crescendo preferred. Certification as a professional fundraiser and a sense of humor is a plus.

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**SENIOR ART DIRECTOR**

(Communications)

**Position Summary**

The Senior Art Director is responsible for all graphic treatment and design. The Senior Art Director works with staff writers, editors, web and social media professionals to develop the brand and build brand awareness throughout UMW stakeholders: staff, members, the UMC, and coalition partners as well through the wider secular media.

**Essential Job Functions (other related duties may be assigned)**

1. Design development and implementation in collaboration with Comm. staff and necessary national staff for UMW products, publications, and online and public/display spaces.
2. Formulates concepts and leads staff and freelance persons engaged in executing layout designs for artwork and copy to be presented by visual communications media.
3. Ensures that ideas and designs are produced in a timely manner, on budget, consistent with brand and quality standards.
4. Directs and guides photo shoots, print and video production, working with writers, editors, web and national staff through each phase of each project.
5. Directs and guides art directors and writers in creation of ad and marketing materials.
6. Through strategic planning with the Communications team, develops brand strategy and delivers planned presentations to staff, board, PAG and members as approved by the Director of Communications.
7. Remains current on industry trends and technology.
8. Develop a list of freelance designers and direct freelancers during each phase of assigned design production.
9. Collaborate with Communications staff in researching latest communication technologies and applications.
10. Collaborate with Communications staff in ongoing brand development and implementation
11. Collaborate with Communications staff to maintain brand guidelines, keep brand book current and develop process and procedures for quality control.
12. Assist UMW members and leaders in applying and maintaining brand standards which would include planned workshops, presentations and daily/weekly resourcing and support as needed as approved by the Director of Communications.

**Qualifications**
A Bachelors in related field preferred. At least 5 years of agency or non-profit design experience. Portfolio to include multi media campaigns, print, video and web/social media brand designs, and campaign examples print, web. Must be able to supervise other designers and communicate design direction. Experience with InDesign, Illustrator, Photoshop, Microsoft Office. In-depth knowledge of print production and digital processes. Strong verbal and presentation; ability to complete multiple tasks and high volumes of work; Ability to conceptualize and to direct concepts through design and execution; Print/graphic design, trade show and web aesthetics experience. Proficiency in English (both verbal and written).

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**DISTANCE LEARNING COORDINATOR**
*(Membership and Leadership Development)*

**Position Summary**
The Distance Learning Coordinator is responsible for moving the organization to systematic distance/online learning development for its varied audience. The position requires a creative and enthusiastic individual experienced in adult educational models and well versed in the e-learning industry. The targeted audience for this position includes:

- A majority of leaders who are recent adopters of computer or electronic based tools;
- An emerging generation of leaders whose learning experience and expectations reside in the current generation of electronic tools;
- A significant portion of the target group living in rural and remote settings that lack any access to high-speed connectivity.

The distance learning framework includes curriculum development and methodologies that

- Respect women’s contexts and faith perspectives,
- Support face-to-face learning strategies (blended learning),
- Are scalable as needed,
- Are both asynchronous and synchronous

In addition, provides development on best practices for
• Conversion of current learning materials to distance opportunities.
• Staff development for distance learning instructional design and delivery.
• Incorporation of social learning strategies.
• Rolling out and sustaining a distance learning program.

**Qualifications**

Although being a member of the United Methodist Church is not required, familiarity and general knowledge of United Methodist Church structure is a must. Knowledge and familiarity with United Methodist Women or a similar membership organization a plus. A bachelor's degree in curriculum or instructional design with three to five years of course design experience in a similar learning environment to that of the employer -- higher education, corporate or consulting. Experience in distance or online learning with skills in learning management system software is a plus. Ability to work with minimal supervision and be responsible for overseeing projects in team environment. Demonstrated skills in a variety of educational technologies including learning management systems, curriculum databases, electronic instructional design tools, web-based applications, graphic design, and multimedia educational products a must. Excellent organizational skills required, experience with project management tools & techniques preferred. Excellent oral and written communication skills required for interaction with members and staff, as well as external constituencies at all levels. Demonstrated ability to manage databases, develop formal written reports and deliver this information in a formal presentation. Demonstrated leadership skills in planning and directing processes, program components, and staff amicably. Professional attitude and appearance; openness to continued learning and upgrading of skills. A sense of humor is required.

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**To apply for these positions, please visit:**

[http://www.unitedmethodistwomen.org/about/jobs](http://www.unitedmethodistwomen.org/about/jobs)

*(no phone calls please)*

United Methodist Women is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds (men and women), especially United Methodist Lay to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise. This position description is a guide to the primary duties and functions of the job, not an all-inclusive list of responsibilities, qualifications, physical demands and work environment conditions. Position descriptions are reviewed and may be revised to meet the changing needs of United Methodist Women at the sole discretion of management.