
NORTHWEST UNITED METHODIST FOUNDATION

ASSOCIATE DIRECTOR

Position Overview

Position Summary: The Northwest United Methodist Foundation is looking for an energetic, outgoing, and entrepreneurial individual to help resource the community of United Methodists throughout Alaska, Idaho, Oregon and Washington. The Associate Director will develop long-lasting supportive relationships with local churches and individual donors in a gracious effort to connect the ministry and missional needs of the area with the generosity of those who worship therein.

Directly Accountable to: NWUMF Executive Director

Responsibilities:

- Professionally and faithfully represent the institution (ministries) and services of the Northwest United Methodist Foundation within the areas and responsibilities assigned.
- Develop strong working relationships with clergy and laity across the Episcopal Area.
- Clearly articulate the investment services offered through the Foundation in a professional and transparent manner.
- Facilitate educational and inspirational events and present speaking engagements in local churches and with other groupings.
- Develop and/or secure current written and visual resources related to the purpose of the Foundation and the needs of the local churches.

Opportunities: Some key opportunities and challenges for The Northwest United Methodist Foundation are as follows:

- Advance financial and stewardship education and training. Provide educational and training programs for clergy and lay leadership teams so that they have an excellent understanding of the Foundation's services, while actualizing their ministry as stewards.
- Raise the profile and visibility of the Foundation so that its mission, values, accomplishments, and unique track record are ever more widely recognized.

- Expand loans and financial assistance. Provide loans that assist churches to purchase, construct and/or repair their buildings and properties.
- Strengthen NWUMF's partnership with the Greater Northwest Episcopal Area (GNEA) and with related agencies. While the Foundation operates independent from GNEA and other related agencies, the missions of these organizations are interwoven and collaboration contributes to the success of all.

Qualifications and Competencies:

- Prefer a member of a United Methodist Church or a person with a United Methodist background and a good working knowledge of the polity and tradition of the church.
- Strong relational skills.
- Excellent verbal and written skills.
- Positive and cooperative attitude in all contacts.
- Interest and capacity to learn new skills.
- Proven public speaking skills.
- Background in finance and investments a positive.
- Experience with Planned Giving and/or Fundraising preferable.
- Must work well within a small team.
- Ability and willingness to travel extensively within the area assigned.
- Willingness to locate in Oregon.

Compensation, Benefits and more:

- We offer a competitive compensation and benefits package including health insurance, pension, life insurance, disability, twelve paid holidays per year and more.

FSLA Status: Exempt

Applications must include a cover letter and resume for consideration, can be delivered via Email to: tom@nwumf.org or USPS to: NWUMF, PO Box 656, Cashmere WA 98815.