

External Posting Deadline: July 20 - August 17, 2012

## Kingswood Communications • Imagine No Malaria

Position Title: Director of Development Operations, Imagine No Malaria Campaign

**Basic Purpose:** Provides essential day-to-day management of major church-wide fundraising campaign with high attention to building long-term fundraising capacity. Includes supporting face-to-face, direct-mail, online and special event fundraising with efficient giving channels, gift processing/ acknowledgement/ reporting and stewardship. Ensures that appropriate resources and tools are provided to implement the fundraising programs. Explores additional opportunities to enhance fundraising or operations through new technology or services. Manages the development and distribution of "Imagine No Malaria" (INM) resource collateral.

## **Requirements:**

- Bachelor's degree in communications or a related field and a background in fundraising.
- Must have at least four (4) years experience in non-profit fundraising and communications.
- The position requires skills in fundraising and resource development.
- Must have the following computer skills: Microsoft Word, Outlook, Excel, Power Point, desktop publishing/graphic design and database software and program knowledge or development.
- Must be highly organized and detail oriented with the ability to work a flexible schedule.
- Requires the ability to work both independently and as an effective member of a team.
- Must have leadership experience, interpersonal skills, organizational skills, and written/verbal communication skills to support the efforts and vision of the Imagine No Malaria campaign.
- Must be able to plan and organize work with little supervision and serve as a project manager.
- Must have the ability to meet deadlines, organize, and prioritize work.
- Knowledge of The United Methodist Church is needed.

## **Benefits:**

- Base salary (Minimum Salary: \$56,000)
- Medical, Prescription Drug, Dental, and Vision Insurance
- Life Insurance, Supplemental Life Insurance, and Dependent Life Insurance
- Accidental Death and Dismemberment Insurance
- Short and Long Term Disability Insurance
- Retirement/Pension Plan /Personal Investment Plans
- Flexible Spending Accounts (medical and dependent care)
- Paid Holidays (eleven annually)
- Paid Vacation and Sick Leave
- Free Parking (Nashville Office)

**To apply or for more information contact:** UMCom/Human Resources P. O. Box 320 (810-12<sup>th</sup> Ave. S., Nash. 37203), Nashville, TN 37202-0320 Phone: 615-742-5137 Fax: 615-742-5428 or Email: hr@umcom.org

To apply please provide the following: Cover Letter  $\rightarrow$  Resume  $\rightarrow$  Application Form



**Global Health Initiative** The Global Health Initiative is major area of focus for the ministry of The United Methodist Church, which aims to combat diseases of poverty such as malaria, HIV/AIDS and tuberculosis as well as provide health education, advocacy and infrastructure.

**Websites:** <a href="http://www.umcom.org/site/c.mrLZJ9PFKmG/b.7654379/k.5C7C/Global\_Health\_Initiative.htm">http://www.umcom.org/site/c.mrLZJ9PFKmG/b.7654379/k.5C7C/Global\_Health\_Initiative.htm</a> or www.umcom.org