Job developed 1/2022

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Financial Development Executive Director
NovusWay Ministries Job Description

***MISSION*: Providing places set apart to inspire and empower all in Christ's love.**
***VISION*: That all who come experience God's love in community and creation, then go to love and serve.**
Strategic plan 2020

NovusWay Ministries (NovusWay, Inc.) is a progressive, growing outdoor ministry of the Evangelical Lutheran Church in America located across the southeastern United States that includes the camps and conference centers of Lutheridge, Lutherock, Luther Springs and Lutheranch.

Qualifications
The Financial Development Executive Director shall be a person committed to Jesus Christ and the church and dedicated to working in a church related organization. S/he shall have at least five years of development and leadership experience, be goal oriented and able to motivate and inspire other development staff. It will be helpful for the Financial Development ED to have experience with major gifts solicitation, directing fundraising campaigns, and background with the Lutheran church in the south. Regular and overnight travel is expected. S/he shall have experience in supervising staff with the goal of mentoring, team building and leadership skills development. An understanding of the needs of a not-for-profit organization is essential to enable sustainability and growth. S/he shall be effective in public speaking with experience in large group presentations; in identifying key leaders and volunteer staff; and shall be people oriented.

The Financial Development ED shall have strong problem-solving skills, the ability to multitask with attention to detail, a high level of creativity, and an understanding of and respect for the necessity for confidentiality. S/he shall practice Christian hospitality, graciously dealing with donors, volunteers and all other people, and shall have a strong sense of commitment to teamwork with other employees.

General Responsibilities
The Financial Development Executive Director is supervised by the Chief Executive Officer/CEO of NovusWay and is responsible for leading and implementing a comprehensive development program that will include the following:

1. Expand the donor base and annual fund program to individuals, organizations, congregations and foundations.
2. Implement and expand NovusWay Ministries donor initiatives in our four synods and expand major gift efforts to individuals, congregations, and foundations along with other stakeholders and prospects.
3. Build a comprehensive planned giving program.
4. Administration and staff supervision. Oversee and hire needed development staff, build team and administer the development program.
5. Vision, strategize and plan future NovusWay Ministries capital campaigns as needed by each ministry site or NovusWay combined to achieve ministry goals and strategic plan initiatives.

Specific Responsibilities

A. Personal cultivation for and solicitation of gifts from individuals and families:

1. Oversee and/or conduct regular and systematic person to person contacts with donors and prospects to present the charitable needs of NovusWay sites and to seek gifts. These gifts may take the form of annual fund gifts, capital gifts, major gifts and planned gifts.
2. Facilitate team communications and materials over varying media to inform stakeholders of outcomes and success stories.
3. Ensure the accuracy, integrity, quality, confidentiality and effectiveness of all development print material or other published media, while maintaining brand equity.
4. In partnership with the NovusWay Ministries CEO and Strategic Plan, ensure the common forward direction of Financial Development strategic initiatives.
5. Oversee the recruitment of volunteers who will conduct solicitation visits.
6. Lead the work of the Staff Alumni Committee and foster community to ensure the outcomes of good PR and increased donations or expectancies.
7. Work closely with ELCA Foundation deployed staff in assisting donors in planning their gifts.
8. Promote annual and planned gift recognition programs.
9. Ensure that proper, prompt, accurate and genuine thanks and recognition is provided to all donors and volunteers.

B. Management of a Church Relations program

1. Coordinate representation at our four Synod Assemblies, at conferences, clergy events, auxiliary events and conventions.
2. Speak or secure staff or trained volunteers to speak or make presentations at church functions and in congregations as requested, including the speakers bureau to elicit deeper involvement in NovusWay Ministries.

C. Deployed Development Associate(s)

1. Hire, train and supervise development associates and directors as needed, budgeted and deployed across the constituency.
2. The Associate(s)/Director(s) include but are not limited to the following activities:
    (a) Plan new events, organize and implement special fund raising events and activities, which may include a quilt auction and golf tournament
    (b) Make personal visits to donors and prospects as set and coordinated annually with the team
    (c) Personally coordinate or recruit others to conduct phonathons or other initiatives
    (d) Put specific emphasis on converting campaign and project donors to the annual fund
    (e) Build partnership and foster positive relationships with the NovusWay Ministries staff alumni donors and committee

E. Support Functions

1. Oversee the maintenance of data to ensure integrity and the Donor Bill of Rights.
2. Hire, train and supervise the Development Assistant for office assistance, receipting, mailing and database support.
3. Work with other year round staff to seek their support and participation in the development program to maintain relationships with individuals, congregations and surrounding communities to expand the web of reach.
4. Support the Chief Executive Officer/CEO of NovusWay in the NovusWay Ministries strategic plan process. Develop internal financial development annual plans and lead development staff to accomplish and to meet these strategies in support of overall NovusWay Ministries goals.
5. Be accountable for financial management by working with the Finance and Support Services Executive Director to exercise budget controls.

6. Provide necessary reporting and statistics as needed by the Chief Executive Officer/CEO of NovusWay.
7. Any other duties as assigned with ministry growth and financial development needs.

Support

An annual performance review shall be conducted by the Chief Executive Officer/CEO of NovusWay. The Financial Development Executive Director will be a member, lead, or develop various teams and committees to help accomplish the role. For example, these may include but are not limited to the *NovusWay Staff Executive Team, NovusWay Ministries Budget Team, NovusWay Ministries Staff Alumni Committee*.

Compensation and Benefits

- Salary commensurate with experience and effectiveness.
- The Financial Development Executive Director shall be a Level II employee. This is an exempt position.
- Health, dental, disability insurance, pension, vacation and annual continuing education provided according to provisions of the NovusWay personnel policies.