

**THE METHODIST FOUNDATION FOR ARKANSAS
JOB DESCRIPTION –
NORTHWEST ARKANSAS DEVELOPMENT OFFICER**

May 2021

Position: NORTHWEST ARKANSAS DEVELOPMENT OFFICER

Reports to: President and Chief Executive Officer

Job Summary:

The Northwest Arkansas Development Officer is a strategic partner across the Foundation and is responsible for the implementation of the Foundation's comprehensive development plan. This plan includes effective marketing and communications strategies and programs designed to develop permanent charitable gifts to support Methodist ministries in Arkansas. The Northwest Arkansas Development Officer will focus his/her work in Northwest Arkansas, specifically Benton and Washington Counties initially, and then broadening the geographical area after two years. This job does require travel that is reimbursed, especially in Northwest Arkansas. The Northwest Arkansas Development Officer will work with local church leadership, clergy, and individuals to achieve the Foundation's mission. There will also be at least one monthly meeting in Little Rock to meet with the entire Foundation staff.

Major Responsibilities:

- Collaborate with other gift officers in creating a comprehensive development plan to ensure effective marketing, communications, and planned giving opportunities.
- Define and recommend development objectives, and develop short-term and long-range plans and projects.
- Effectively communicate planned giving opportunities and The Methodist Foundation for Arkansas's mission to Methodists, and people supporting the Methodist church in Arkansas.
- Develop and nurture a network of pastors who are capable of making referrals to the Foundation.
- Develop and nurture a network of professional advisors who are capable of making referrals to the Foundation.
- Coordinate and conduct training sessions for pastors and professional advisors.
- Develop, coordinate, and present programs on estate planning, charitable giving, and an overview of The Methodist Foundation for Arkansas.
- Assist with making annual church account reviews.
- Educate and assist local Methodist churches in establishing and growing endowment programs.
- Nurture Methodist Foundation clients through direct and indirect contact.
- Facilitate client and prospective client access to estate planning resources.
- Develop and maintain a list of gift prospects.
- Nurture and expand the Bishops' Club membership.

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- Monitor donor and prospect contacts.
- Coordinate an annual Methodist Lawyer’s Conference in Northwest Arkansas.
- Assist in semi-annual presentations to the board of directors.
- Working with the Accounting staff and the Director of Development, generate year-end tax receipts for all donations.
- Working with the Director of Development, coordinate all appeal and stewardship mailings.
- Oversee budget for the Northwest Arkansas office.
- Attend continuing educational programs/seminars to stay current on emerging strategies and technology.

Knowledge and Skills:

- Bachelor’s degree required.
- Minimum of 5 years of experience in development/planned giving highly recommended.
- Knowledge of various marketing strategies.
- Excellent presentation skills to promote the Foundation.
- Strong verbal and written communication skills.
- Ability to communicate effectively with a diverse stakeholder group.
- Work collaboratively with other members of the Foundation staff.
- Travel, work varied hours.
- Strong analytical and decision-making skills.
- Strong problem-solving skills.
- Management and organizational skills.
- Strong computer skills: Microsoft Office, Crescendo preferred, Salesforce preferred.
- Able to lift at least 35 lbs., repeatedly.
- Adheres to established ethical and confidentiality standards.
- Commitment to the United Methodist Church and its ministries.
- Servant leadership including a genuine concern for others.

The Northwest Arkansas Development Officer for The Methodist Foundation for Arkansas should demonstrate maturity and good judgement. He/she should exhibit initiative in completing assignments. The Northwest Arkansas Development Officer should be a good communicator and possess good “people skills.”