



Job Description: Giving Coordinator

University Unitarian Church, an 800-member liberal faith community in the Wedgwood neighborhood of Seattle, is adding a half-time administrative staff position for the new role of Giving Coordinator for our church community.

Our expectation is that the Giving Coordinator will craft and implement campaigns that will strengthen the church's near- and long-term funding through the financial gifts of our members and friends. The Giving Coordinator will report to the Director of Operations and will partner extensively with our ministers, lay leaders and executive staff members in the pursuit of his or her objectives. The Giving Coordinator will have the support of the full-time Membership Assistant on staff to implement plans and campaigns.

Responsibilities of the Giving Coordinator include the following:

- Plan and implement campaigns to sustain pledges and gifts to the annual operating fund by members and friends of the congregation throughout the fiscal year.
- Collaborate with executive team and Board of Trustees to develop major finance campaigns in response to congregation mission (e.g. capital investment campaigns).
- Partner with ministers to expand members' awareness of and commitments to planned giving opportunities related to the church's endowment and other long-term funds.
- Produce publications in print and online to communicate year-round giving objectives and opportunities to members and friends of the church community.

The ideal candidate is a warm and engaging person who is a sensitive listener and a thoughtful advocate for the community. He or she is an articulate writer and speaker who can communicate effectively with groups or one on one, whether in person, online, in print, or on the telephone. Candidates must be able to maintain strict confidentiality and exercise discretion whenever receiving or acting upon personal or financial information.

Qualifications include the following:

- Bachelor's degree from an accredited college or university.
- Two or more years of related experience in a church or other not-for-profit organization.
- Proven results in fundraising and strategic planning for financial development.
- Working knowledge of Microsoft Windows and Office applications. Experience with data processing and using custom database applications a plus.
- Flexibility to work evenings or weekends for activities involving church members.
- Experience recruiting, training, and supervising volunteers.

Starting salary for this part-time exempt position is \$24,250 annually at 20 hours per week. The position is eligible for all employee benefits.