

Northern Texas-Northern Louisiana Synod Mission Endowment Fund Executive Director Job Description

The Executive Director of the Mission Endowment Fund is a part-time synod staff position responsible for working with the Board of Directors in oversight of this fund. The Executive Director position is appointed by the synod council, can be lay or rostered, and is accountable to the Board of the MEF and the Bishop of the NT-NL Synod. The individual needs to be organized, fluent in financial terminology, able to travel within the synod, a good connector, and work independently with little staff support while utilizing volunteer resources.

Responsibilities include...

Communication and Fundraising

- Prepare articles with graphics for NTNL monthly Leader News and/or NTNL Weekly News when appropriate
- Follow-up thank you and donation letters
- Visit congregations to share the ministry of MEF
- Prepare report for and attend synod council meetings and synod assembly
- Work with Communications and Promotions Team on “Seeds That Change” and other fund-raising campaigns
- Attend synod events and staff events as appropriate
- Prepare and mail folders with information about MEF to new pastors
- Prepare mailing of invitations or appeal letters with board assistance
- Track donations and publish donor list when and where appropriate
- Maintain Bloomerang Constituent Relationship Management (CRM) - congregation and synod contacts, and contribution history
- Attend ordinations, installations, conference meetings
- Keep the separate Mission Endowment Fund website updated in partnership with Board members
- Assist in the Legacy Partners Enduring Vision for Mission synod-wide initiative

Financial and Financial Partnership

- Work with synod treasurer/finance administrator to monitor fund
- Follow up on pass thru deposits and other deposits received with acknowledgements.
- Keep signatory and other account permission forms updated

Organize Reception and Distribution of Grants

- Receive grant applications and forward to Grants Team
- Answer questions about grant requests or request additional information from applicants
- Notify congregations and agencies about board decisions and distribute checks
- Work with board to update guidelines and application procedures

Board Communications and Development

- Coordinate schedule and reserve location for quarterly board meetings (e.g., June, September, November, February)
- Prepare agenda and materials for board and committees in partnership with board chair and distribute as appropriate
- Follow-up on actions of the meeting as appropriate
- Develop online access and communication for remote board members

- Maximize skills of board members and friends of MEF
- Update board member roster and track the yearly terms for each
- Recruit and retain lay and clergy board members from across the synod

Foundational/Basic Qualifications Required for this Role

- General Skills: Strong presentation skills, creativity, teamwork, adaptability, leadership, self-motivation, detail-oriented, passionate about the work of the NTNL Synod and the MEF
- Additional skills: Experience with basic financial understanding, marketing/fundraising, writing, event planning, graphic design, basic computer software
- Technical skills: project management, board management, writing/storytelling, data management (CRM), graphic design applications (e.g., Canva.com), Facebook, YouTube, PowerPoint, Microsoft applications (including Word, Excel, PowerPoint), digital conference software (e.g., Zoom)

Preferred Qualifications:

- Writing skill for newsletter articles, correspondence, Facebook, and other promotions
- Good understanding of current charitable giving trends and strategies
- Fundraising experience with previous track record of successful campaigns
- Ability to work within the structure of CatchaFire (a skills-based volunteer platform) to utilize a pool of experts and resources for furthering the Board's objectives
- Be willing to travel as appropriate
- Experience or knowledge of legacy giving
- Ability to create or solicit and use video stories for promotional purposes
- Experience or involvement in the Synod activities in addition to leadership in the home congregation
- Ability to perform the functions required by the Gift Acceptance and Acknowledgement Guidelines as appropriate with thank you letters and updating the Donor Plaques
- Be generous with financial support to the MEF

Work Location: The preferred candidate may work remotely from anywhere within the NT-NL Synod; travel to Metroplex likely (at least) quarterly. Mileage will be reimbursed; reliable transportation required.

Hours and Compensation: Average expected time spent on this part-time position is 10-12 hours/week. Flexibility is needed, as responsibility increases and decreases based on quarterly board meetings, fundraising, and synod events. Compensation Range: \$900-\$1,200 monthly, commensurate with experience and skill.

Anticipated Start Date: April 15-May 1, 2022

How to Apply: Please submit a cover letter and resume to Bishop Erik Gronberg at bpgronberg@ntnl.org. Applications are due by March 9, 2022.