

**EMPLOYMENT OPPORTUNITY
WMU FOUNDATION
BIRMINGHAM, ALABAMA**



JOB TITLE: *Coordinator of Mission Advancement*
COMPANY: WMU Foundation
STATUS: Full-Time Equivalent (37.5 Hour Work Week)

POSITION OVERVIEW:

To coordinate and assist in the advancement efforts of the WMU Foundation to secure both current year and future contributions and gifts. To identify, nurture, and cultivate individual and organizational donors.

KEY RESPONSIBILITIES:

- Develops donor relationships through correspondence and personal visits.
- Identifies and establishes links with prospective donors and organizations.
- In cooperation with the President facilitates gift development with entry level and key donors.
- Represents the Foundation at external events as needed.
- Plans and conducts donor events that effectively communicate the mission and purpose of WMU Foundation.
- Coordinates marketing and communication efforts for all aspects of development.
- Develops, coordinates, and oversees the implementation of the Stewardship Matrix.
- Works with the contracted marketing firm to manage the new donor welcome journey.

QUALIFICATIONS:

- Bachelor's degree in Business, Marketing, Communication or related field.
- Three to five years of progressive work experience in the area of fundraising, marketing, sales, communications, or a related field.
- Good understanding of fundraising, marketing, and/or sales.
- Strong communication (oral and written) skills.
- Member of the Christian faith. Baptist church involvement on the local level, preferred.
- Knowledge of and commitment to the purpose and work of WMU, preferred.

If you are interested in this position, submit your resume to Human Resources:

- Email: hr@wmu.org
- US mail: 100 Missionary Ridge, Birmingham, AL 35242

Resumes are kept in our applicant database for 12 months