



## Senior Vice President

---

The Wisconsin United Methodist Foundation is expanding its staff and looking for a Senior Vice President. This is a full-time position with benefits. Please review the attached job description, and if interested please submit your resume to Eric Churan at [echuran@wumf.org](mailto:echuran@wumf.org) by April 15, 2019.

*The Wisconsin United Methodist Foundation, Inc., is a nonprofit organization whose mission is to assist the ministries of United Methodists in Wisconsin through lifelong financial stewardship. The Foundation provides United Methodist churches and church-related boards and agencies, with services that include investments, mortgage loan program, capital campaigns, grants and scholarships, stewardship education, planned giving programs and individual donor services.*

### **PRIMARY RESPONSIBILITY:**

The Senior Vice-President will strive to develop long-lasting supportive relationships with local churches and individual donors to connect the ministry and missional needs of the church with the generosity of those who worship therein. The position will interact with the Board of Directors and Foundation staff members to develop a good working knowledge of all Foundation functions and services.

### **SPECIFIC DUTIES:**

- Professionally and faithfully represent the Wisconsin United Methodist Foundation within the areas and responsibilities assigned.
- Develop strong working relationships with clergy and laity across the state and conference.
- Clearly articulate the investment services offered through the Foundation in a professional and transparent manner.
- Provide strategies and programs to help the Foundation remain strong and relevant to conference, local churches, and individuals into the future.

- Develop and/or secure current written and visual resources related to the purpose of the Foundation and the needs of the local churches.
- Raise the profile and visibility of the Foundation so that its mission, values, accomplishments, and unique track record are ever more widely recognized.

### **QUALIFICATIONS, SKILLS, AND ABILITIES:**

- United Methodist or from a Wesleyan background with a good working knowledge of the polity and tradition of the Church and supportive of that structure as well as the structure of the Wisconsin Conference of the United Methodist Church.
- The ability to work with staff as peers in a horizontal and collegial way is required.
- Strong communication, writing and relational skills required in working with both professional and lay persons.
- Strong public speaking skills undergirded by a personal sense of Christian stewardship.
- Bachelor's degree required (Master's degree preferred). Educational background in business, accounting, administration. Theological degree if clergy, but not required.
- Qualities of integrity, generosity and compassion are very important, as well as a general positive attitude.
- Expertise in creating innovative strategies to connect and strengthen relationships with churches and individuals through current social media channels.

### **WORK SCHEDULE:**

The Senior Vice-President position is a full-time, professional, salaried position with full benefits. This means the individual will be expected to work an average minimum 40-hour week with scheduled time in the office and availability in the field. The Senior Vice-President may often need to work evenings or weekends to attend church/denominational meetings, visit with individuals, speaking engagements, and fill pulpits. Some overnight travel may be required.

## **SALARY AND BENEFITS**

- Compensation: Cash Compensation. If clergy this may be broken out as cash salary and housing allowance.
- Health Insurance: Standard Family Plan and allowance of \$1,200 toward deductible expenses. Additional out of pocket medical, dental, or vision expenses must be covered by employee through direct payment or establishment of Flex Plan.
- Disability and  
Sick Leave: Standard Clergy or Lay Employee Options.
- Social Security: Standard Employer contribution if Lay Employee.
- Pensions: Standard Clergy Option based upon Denominational Average Compensation with Employer and Personal Contribution, paid by Foundation or Standard Plan provided for Lay Employees. Additional contributions to 403 B plan may be made by employee deduction from cash compensation.
- Vacation: Defined by Discipline for Clergy or Standard Lay Employee Schedule.
- Bus Expenses: Fully reimbursed/vouchered meals and lodging with mileage at IRS rate.