

**California-Nevada United Methodist Foundation
Executive Director
Job Posting**

Encouraging generosity since 1964, The California-Nevada United Methodist Foundation serves individuals, local church congregations and California-Nevada Annual Conference agencies through:

- Professional, socially responsible investment of endowment and other funds for local churches and church agencies.
- Legacy giving education and guidance for congregations and individuals.
- Endowment development assistance.
- Comprehensive trust management, including charitable remainder trusts and other legacy gifts in which the ultimate beneficiaries are United Methodist churches, our Annual Conference, other United Methodist agencies and related causes.

The California-Nevada United Methodist Foundation is actively recruiting for a proven nonprofit leader with at least five years of progressive leadership experience. The Executive Director serves as the main representative of the California-Nevada United Methodist Foundation and must be a relationship-based leader, experienced in working with ethnically and culturally diverse congregations, comfortable in public speaking, and have an understanding of the United Methodist church.

The West Sacramento based position will manage the \$70+ million investment portfolio as well as lead the Foundation in Legacy Giving and Endowment Development education. The Executive Director will be responsible for representing the Foundation in its Conference relationships and guiding the Foundation in all aspects of its operations. The Foundation is an independent 501(c)3 nonprofit corporation.

The Executive Director will report to the Foundation's Board of Directors and will work closely with the board in developing and implementing a dynamic vision of future service, and by building on the Foundation's reputation as a responsive and trusted partner.

A Bachelor's degree is required; Master's degree preferred. Proven success in nonprofit or for profit leadership roles is essential with established skills in institutional financial management, fund development, organizational governance and public relations highly beneficial.

For a detailed job description and additional information visit www.canvumf.org or call 888-789-7374. Applicants may send an introduction letter with a current resume and salary history by August 1, 2019 to Angela Slaton via email angelas@canvumf.org or mail to California-Nevada United Methodist Foundation, 1350 Halyard Drive, West Sacramento, CA 95691.

Executive Director Job Description

Position Summary

- To lead in conjunction with the Board of Directors the strategic operation of the Foundation.
- To serve the Churches, districts, agencies, and individuals in the California-Nevada Annual Conference by overseeing the planned giving, fund management, and financial stewardship services of the Foundation.
- To administer the Foundation tactically in ways that promote the spiritual discipline of generosity and offer competitive investment services compatible with the Social Principles of The United Methodist Church.

Essential Duties and Responsibilities

- Supervise all Foundation staff
- Provide organizational leadership for the staff, volunteers, committees, and the Board of Directors. Support the Board in recruiting new board members and provide transition training for new board members and committee members.
- Oversee principal Foundation services, including fund management, stewardship education, local church, district, and agency finance consultation, planned giving, and endowment fund promotion.
- Work in collaboration with the board of directors, and the committees to ensure that the board agenda and tasks of each committee are accomplished in an appropriate and timely manner.
- Monitor the status of Foundation operations and budget. Contract with appropriate professionals, consultants, and firms as needed to improve operations and/or to ensure compliance with all legal and tax requirements.
- Coordinate Foundation marketing and communication efforts over all media and technologies.
- Initiate and develop relationships with local churches.
- Consult with local clergy and laity to assist with local church investment planning, church finances (that relate to the Foundation), and planned giving.
- Assist prospects, donors, and their advisors with charitable gifts.
- Participate in denominational (United Methodist Foundations) and ecumenical groups for the purpose of updating areas of Foundation work and coordinating resources in areas where benefit can be obtained.
- Attending continuing education events annually to broaden knowledge, sharpen skills, and gain a better understanding of organizational leadership, non-profit management, planned giving, endowments, and charitable fund investment.

Qualifications, Abilities and Skills

- Proven visionary leadership
- Highly focused and proactive responsive organizational management.
- Basic understanding of investments, planned giving, and financial management.
- Communications, marketing, and public relations experience
- Theologically grounded and discerning
- Solid understanding of United Methodist polity, doctrine, and practice
- Relational and team player mindset
- Capability to inspire, attract, and empower high caliber volunteers and collaborators
- Sets a positive atmosphere and is comfortable working with others in a flexible environment

Pension Contributions

The Foundation offers pension contributions at 12% of their annual compensation level.

Health Benefits

The Foundation offers health coverage, including for spouses/domestic partners and dependent children.

For information regarding the California-Nevada Annual Conference, please visit www.cnumc.org