

The First Unitarian Society of Milwaukee

A Unitarian Universalist Congregation

Established 1842

Director Of Membership And Development POSITION DESCRIPTION

NATURE OF WORK:

Under the direction of the Minister and in accordance with the principles, philosophy and teachings of Unitarian Universalism, the Director of Membership and Development plans, implements, monitors and evaluates strategies and programs that promote church membership and financial growth. This is a full time position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

DEVELOPMENT

- Directs and provides administrative support, with assistance from the Canvass Committee and occasional outside consultants, for the annual fund drive.
- Directs and provides administrative support, with assistance from the Canvass Committee and occasional outside consultants, for certain special fund drives, such as a capital fund drive.
- Oversees maintenance of the database for church pledge records.
- Promotes deferred giving programs that will benefit the church, including membership in the Heritage Society.
- Working within the parameters of church policies and procedures, is responsible for exploring and maximizing other income sources including grants, rentals, fundraisers, etc.

MEMBERSHIP

- Plans, coordinates, and evaluates, with assistance from the Marketing and Membership Committees and others, all procedures and provisions for attracting visitors and then ensuring a positive experience for them once they have arrived.
- Coordinates and provides follow-up correspondence to visitors and others seeking information about First Unitarian Society of Milwaukee.
- Plans, coordinates, and evaluates, with assistance from the Membership Committee and others, all procedures and provisions for enlisting and educating new members, successfully assimilating them

into the larger congregation, and helping to sustain their membership by facilitating appropriate programs and member services.

- Oversees maintenance of the database for church membership records.
- Acts as primary contact for miscellaneous member concerns through the Member Services Table, telephone, email, etc.

CHALICE CIRCLES PROGRAM COORDINATOR

- As Chalice Circles Program Coordinator, works closely with the Chalice Circles Committee and the facilitators to ensure a healthy, growing Chalice Circles program. (The Chalice Circles program is an important assimilation and member retention vehicle which significantly enhances connections among members and friends.)

STAFF TEAM MEMBER

- In conjunction with other staff members, helps to create a collaborative, welcoming, “service-oriented” church staff culture
- Acts as staff liaison to assigned committees or coordinators including Canvass, Membership, Marketing, and Chalice Circles

The above shall not be construed as an exhaustive description of all of the work required to successfully fulfill this job. Moreover, from time to time, the Minister may assign additional duties outside the parameters outlined above.

QUALIFICATIONS:

Requires an Associate or Bachelor's degree from an accredited college or university. The candidate needs to be a warm, approachable person, a sensitive listener, an articulate spokesperson for Unitarian Universalism, and have the ability to work effectively with people from broad and diverse backgrounds as well as a wide range of personalities. This person must possess and demonstrate the ability to work well with recruiting, training, supervising and placing volunteers. The willingness to develop and adapt fund raising skills will be important, as are articulate writing, speaking and telephone skills. The candidate must be able to work independently and as part of a team. An ability to maintain confidentiality is critical. Computer experience is important. The candidate's schedule must be flexible as this position requires some evening and weekend meetings, including regular Sunday morning hours.