**Position:** Director of Stewardship Myers Park United Methodist Church

**Reports To:** Senior Pastor and Executive Director

**Has Reporting:** N/A

**About Myers Park United Methodist Church**

Since its founding in 1925, Myers Park United Methodist Church (“MPUMC”) has grown to more than 5,000 members and dozens of ministries. At four worship services each Sunday, numerous gatherings during the week and through hundreds of missions and outreach projects, church members and friends study the Bible, sing God’s praises, care for the elderly and sick, reach out to the least of these in Charlotte and around the world, and live the faith in many other ways. The staff includes six clergy focusing on Christian education, worship and the arts, pastoral care, hospitality and more. The preschool, considered one of Charlotte’s finest, is home to 200 children. The growing Music Ministry lifts up worship and inspires the congregation and community through special concerts and more. The award-winning church “Intersection” magazine tells the stories of members and ministries. MPUMC is one of the nation’s largest United Methodist congregations, a leader in the faith community, and a hospitable place eager to welcome visitors and new members.

**Position Overview**

The Director of Stewardship has the exciting opportunity to shape this new role for MPUMC, leveraging an established tradition of giving. The Director will create an ongoing culture of current and planned giving through effective and visible stewardship of gifts, talents and other resources. The Director will coordinate a cohesive vision for all MPUMC fundraising, including: Annual Stewardship Campaign for operations, Jubilee Plus mission funding, Planned Giving, Capital Campaigns and other fundraising efforts as they may arise. With a robust membership of over 5,000, MPUMC consistently meets its annual operating and missions budget of over $5 million. The new Director of Stewardship has the opportunity to deepen the giving program, allowing for further stability and impact of this vibrant church.

**Qualifications**

* Outstanding interpersonal and communication skills
* Bachelor’s Degree from a four- year college or university
* Minimum of three to five years related experience
* Strong writing, editing, project management, research and organization skills with ability to multi-task, work independently and as a part of a team
* Ability to connect and build relationships with congregation and staff
* Familiarity with and strong interest in fundraising and planned giving
* Strong computer skills in Microsoft Word, PowerPoint, Excel and Outlook are required. Experience with comprehensive integrated database management software. Experience with ACS/Realm software a plus.

**Duties and Responsibilities**

1. Position is full time (30-40 hours, negotiable). Employee benefits include medical insurance coverage, retirement plan, long-term disability coverage and life insurance.
2. Annual Stewardship Campaign – in conjunction with the Stewardship Committee, coordinate the annual stewardship campaign including:
   1. Develop theme and coordinate marketing materials (with support from communications staff) including pledge cards, brochures, e-blasts, *The Cornerstone* articles, News and Notices, banners, videos, website and social media
   2. Prepare weekly campaign updates
   3. Develop and implement a program of parish-wide, year-round stewardship education and communication
3. Planned Giving – in conjunction with the Planned Giving Committee,
   1. Develop and maintain the planned giving effort for the church, including the Wesley Circle and the Myers Park Wesley Foundation
   2. Coordinate donor recognition and fundraising education events
   3. Handle the administration of gifts, with support from the business office
4. Capital Campaign coordination as needed
5. Administration
   1. Approve invoices for expenses associated with stewardship
   2. Participate in monthly staff meetings
   3. Participate in Stewardship Committee and Planned Giving Committee meetings
   4. Attend functions of MPUMC and other relevant organizations; discerns relevant and applicable applications for the benefit of the church

To apply, please send your cover letter and resume to [Stewardship@mpumc.org](mailto:Stewardship@mpumc.org)