

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

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The Administrative Coordinator of the United Methodist Foundation of West Ohio supports the Executive Director and Donor Relations Manager of the Foundation. The position includes serving local churches and individuals of the West Ohio Conference by providing administrative support for outright and planned gifts, church endowment fund management, and Foundation communications.

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**Hired By:** Executive Director  
**Reports To:** Executive Director  
**Supervises:** None  
**Evaluated:** Quarterly  
**FLSA:** Non-Exempt  
**Schedule:** This is a part-time, in-person position 5 hours a day, 3 days per week. Specific hours can be worked out with the employee's supervisor.

**Spiritual Requirements:**

1. Professes Jesus Christ as Lord and Savior
2. Demonstrates understanding of and commitment to the standards of the United Methodist Church.
3. Modes the ethos of Christianity.

**Professional Responsibilities (Essential)**

1. Role: Provide donor relations support for the Foundation including assistance with donor correspondence and record keeping for both individual donors and local church constituents.  
Responsibilities:
  - a. Maintain the Donor database with a high degree of accuracy and integrity.
  - b. Provide all donor reports as requested.
  - c. Provide timely and accurate processing of donor requests pertaining to individual and local church fund management.
  - d. Respond to inquiries, whether by phone, email or in person, with skill, knowledge, and positivity.
  - e. Fulfillment for constituent mailings.
2. Role: Provide gift processing support in conjunction with Finance & Accounting staff.  
Responsibilities:
  - a. Receipt and processing of online and cash gifts,
  - b. Receipt of endowment deposits and withdrawals,
  - c. Invoice processing,
  - d. Receipt of Donor Advised Fund distribution requests;
  - e. Correspond with grant recipient and arrange distribution of grant funding;
  - f. Complete the receipt, sale, acknowledgement, and distribution of all securities.

3. Role: Provide support for Foundation communications and events.
  - a. Assist with implementation of the social media calendar.
  - b. Assist with creation and distribution of the newsletter, donor impact reports and annual report.
  - c. Provide event support as requested.
  
4. Role: Special projects and other duties as assigned.

**Professional Competencies:**

1. Professional: Positively represents the Conference in word, deed, and attitude
2. Flexible: Willingness to adjust schedules and priorities as necessary
3. Hospitality: Welcomes all people, regardless of opinion or perspective
4. Trustworthy: Commitment to abide by a strict code of confidentiality
5. Self-starter: High degree of initiative to perform job responsibilities without prompting
6. Problem-Solver: Capable of finding solutions to challenges and obstacles
7. Organized and Deadline-Oriented: Ability to perform the essential functions of the job in a regular and predictable manner with a high degree of accuracy and attention to detail
8. Team Player: Ability to work effectively with others, both inside and outside the Conference
9. Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals
10. Coachable: Willingness to take direction, receive suggestions, and to be challenged

**Education and Experience:**

1. Associates degree or commensurate years of administrative support experience preferred.
2. Demonstrated knowledge of standard office procedures, practices, and equipment
3. Computer mastery, particularly with Microsoft Office Suite.
4. Experience with direct oversight of donor databases. Raiser's Edge experience preferred.

**Work Environment:**

This job operates in a professional office environment and in congregations and communities across the West Ohio Conference. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands and fingers, handle or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.