

## **Job Description – Co-Chair for Development**

**Development** *(Preferred qualifications – experience in fundraising or in interest in learning about fundraising strategies)*

1. Develop and implement a program and strategies to generate private giving and other forms of financial support from district churches, church related organizations, college organizations, community organizations and general fund raiser to support the foundation. As a minimum:
  - a) Conduct an annual financial campaign to generate individual donations from Wesley alumni and friends of Wesley.
  - b) Contact District Churches and request that the Wesley Foundation be included in their annual budget.
  - c) Contact church related organizations (United Methodist Men and United Methodist Women) to request financial support for campus outreach and mission related activities.
2. In conjunction with the administrative assistant and treasurer establish a method of donor tracking and communication to include furnishing a timely, written statement containing the following information:
  - a) Date of the contribution, amount of any cash contribution,
  - b) A description of non-cash contributions (but not the value),
  - c) A statement that no goods or services were provided in return for the contribution.

## **Job Description – Co Chair for Outreach**

**Outreach** *(Preferred qualification – a Wesley Alum)*

1. Formulate and implement a comprehensive program designed to interpret campus ministry and its needs to local churches, pastors, alumni, and other constituencies, this would include preparing the board and students for this task.
2. Serve as a liaison between the board, the director, the Leadership Team and the Wesley Alumni, to communicate the vision and ideas of these individuals/groups.
3. Arrange for annual Wesley alumni events such as Homecoming or off-campus activities.
4. Alumni Relations
  - a. In conjunction with the Administrative Assistant maintain a current data base of Wesley Alumni.
  - b. Evaluate methods of improving cohesion among year groups.
5. Maintain the Alumni Facebook Page – adding events and items of interest