WEST END
UNITED METHODIST CHURCH

Development Associate

West End United Methodist Church (WEUMC) is currently seeking a **Part-Time Development Associate**. You must be proactive, detail-oriented, and enjoy working in an environment that is mission-driven and community-oriented. The ideal candidate is a strategic and creative thinker, has strong communication and organizational skills, and a collaborative spirit.

West End UMC is a large church with a growing congregation located in Midtown Nashville, adjacent to Vanderbilt University. We welcome and celebrate the gifts God has given to everyone: every age, race, gender identity, sexual orientation, economic and family status, ethnicity, and mental and physical ability. If you are passionate about your community, helping others, and are looking for a fulfilling new role, we want to meet you!

Principal Functions:
The **Development Associate** partners with the WEUMC Stewardship Committee. The committee sets the vision while the Development Associate ensures consistent follow-through, execution, and donor curation. This position translates raw data into meaningful insights that the Stewardship Committee uses to build stronger donor relationships and make strategic decisions about engagement and cultivation. The Development Associate engages the entire membership base by helping them see and feel the impact of their generosity, inspiring continued and increased support for the church's mission. Every interaction is an opportunity to deepen relationships and demonstrate that donors are valued partners in ministry.

Regular Duties as Development Associate:

- Handles daily donor development operations and execution
- Manages data and performs analysis with recommendations to committee and clergy
- Coordinates donor communications
- Provides administrative support to the committee
- Reports administratively to WEUMC's Pastor of Spiritual Formation
- Other duties as assigned

Focus Area 1: Donor Development Through Data – Turning Information into Relationships
Data Management Responsibilities

- Maintain and update the donor database with accurate information
- Track giving patterns and donor history
- Segment donors into meaningful groups for targeted engagement
- Generate regular reports for committee review and decision-making
- Ensure data integrity and confidentiality

Strategic Insights

- Identify trends and opportunities in giving patterns
- Recognize milestone gifts and anniversaries (first gift, 5-year donor, etc.)
- Track donor engagement levels beyond financial contributions
- Support the committee in developing cultivation strategies
- Provide data-driven recommendations for stewardship initiatives

Focus Area 2: Storytelling and Engagement – Connecting Ministry Impact to Mission

Content Creation

- Develop compelling stories that showcase ministry impact
- Gather member testimonials and program outcomes
- Highlight how donations make a difference in the community
- Create content that connects giving to the church's mission

Communications

- Partner with Comms Director to develop stories that feature donor impact for key publications
- Develop social media content highlighting ministries
- Produce quarterly or annual impact reports
- Coordinate messaging across multiple platforms

Collaboration

- Work with the Stewardship Committee to identify impactful stories
- Partner with ministry leaders to gather information and testimonials
- Align storytelling with the committee's strategic priorities
- Ensure consistent messaging about generosity and stewardship

Focus Area 3: Donor Relations and Gratitude Building Lasting Connections

Timely Acknowledgment

- Send personalized thank you letters for every gift / develop a template for admins to use
- Ensure prompt recognition (within 48-72 hours of gift receipt)
- Track acknowledgment completion and follow-up needs

Personal Touch and Liaison Responsibilities

- Serve as the primary point of contact for donor questions and communications
- Coordinate with Stewardship Committee members for major donor visits
- Maintain regular communication with key donors
- Address donor inquiries about giving options, designations, and impact
- Schedule and facilitate meetings between donors and church leadership

Stewardship Events and Recognition

- Support planning and execution of donor appreciation events
- Coordinate recognition opportunities (bulletin mentions, honor rolls, etc.)
- Facilitate connections between donors and ministry leaders
- Help create meaningful touchpoints throughout the year

- Manage logistics for stewardship campaign events in partnership with church admin

Job Specifications:

- Solid interpersonal and administrative skills
- Ability to shift between changing priorities, working with accuracy and speed
- Ability to listen, learn and communicate effectively
- Pleasant and calm demeanor
- Focus, discipline and ability to self-direct work with minimal direct supervision
- Computer literacy in Microsoft Office Suite (esp. Excel, Word, and Google Mail)
- Church experience preferred

Working conditions:

- Light physical activity performing, non-strenuous daily tasks of an administrative nature with moderate noise. Well-lit, heated and/or air-conditioned indoor office setting with adequate ventilation.
- Physical Demands: Ability to sit for long periods of time, able to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms (occasionally overhead), stoop, kneel, talk to and hear staff and visitor requests, and occasionally lifts, carries, or otherwise moves and positions objects weighing up to 30 pounds. Light physical activity performing non-strenuous daily activities of an administrative nature, using close vision with moderate noise.
- Continuous work on a computer to carry out daily tasks.
- Ability to use general office equipment to include but not limited to multi-function copier, automated folding machine, multifunction printer, fax machine, and postage machine
- Hours: Part-time, non-exempt position, approx. 10 hours/week.

Full/Part: Part-Time
FLSA Status: Non-Exempt
Location: Midtown/Vandy area – 37203

West End United Methodist Church is an Equal Employment Opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.