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**Evangelical Lutheran Church in America**  
**8765 West Higgins Road**  
**Chicago, IL 60631**  
**[www.elca.org](http://www.elca.org)**

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The Evangelical Lutheran Church in America (ELCA) seeks an experienced **major gift officer leader** to serve as its next **Manager for Donor Relations for the ELCA Campaign**.

**The Manager for Donor Relations for the ELCA Campaign** secures gift revenue in support of the priority fundraising objectives of the ELCA as outlined in its case statement for *Always Being Made New: The Campaign for the ELCA*. This position is responsible for identifying, cultivating and soliciting individuals with capacity for leadership gifts to the ministries of the ELCA, and will maintain a portfolio of major donor prospects.

This role may also serve as campaign project director for specific major gift efforts. The Manager for Donor Relations provides leadership support for volunteer leadership tables that support the work of the campaign, including the Campaign Steering Committee.

This position works closely with all members of the Mission Advancement staff, including Strategic Communications, Constituent Support, Mission Funding Programs and the ELCA Foundation and with other churchwide units in planning strategies, soliciting donors, reporting impact and celebrating results.

This position could be a deployed position, with the Manager working from his/her home office, and **may not require relocation to Chicago**.

The position requires up to 60-70% travel.

**Applications (resume and cover letter) and inquiries about the position may be directed, in confidence**, to Gaye Lindfors of Significant Solutions, Inc., the consultant assisting with this search (651-490-9550). Electronic submissions are strongly preferred and should be sent to [Gaye@SignificantSolutionsInc.com](mailto:Gaye@SignificantSolutionsInc.com).

## **THE ELCA at a Glance**

The ELCA is one church with three expressions – a churchwide organization in Chicago, 65 synods throughout the country, and a network of nearly 10,000 congregations. The three interdependent parts work together to form the ELCA. In addition, the ELCA works with a number of related institutions including 285 social ministry organizations and other entities that address human needs, 26 colleges and universities, 8 seminaries, 2 extension courses and a variety of camps, retreat centers, schools and early childhood education centers.

The ELCA is an engaged, active body of people who put faith in God into action -- in millions of ways, all over the world. “God’s work. Our hands.”

We are a church that believes God is calling us into the world together.

We are a church that rolls up our sleeves and gets to work.

We are a church that is a catalyst, a convener, and a bridge builder.

We are a church that believes Jesus is God’s “Yes” to us. Our lives can be a “Yes” to others.

We are a church that belongs to Christ. There is a place for you here.

The organization encompasses three offices and three churchwide units: the Congregational and Synodical Mission, Global Mission, and Mission Advancement:

- **Congregational and Synodical Mission Unit:** The Congregational and Synodical Mission unit fosters and facilitates the work of synods, congregations and partners in making congregations vital centers for mission and in creating coalitions and networks to promote justice and peace.
- **Global Mission Unit:** The Global Mission provides integrated support of this church’s work in other countries and is the means through which churches in other countries engage in mission to this church and society.
- **Mission Advancement Unit:** The Mission Advancement unit is responsible for coordinating the church’s communication, marketing, public relations, mission funding, major gifts, planned gifts and constituent services and data management. It also oversees the work of *The Lutheran* magazine and the Endowment Fund of the ELCA.

The churchwide organization has a staff of approximately 300 people. It also has separately incorporated ministries such as Augsburg Fortress Publishers, Portico Benefit Services, Lutheran Men in Mission, the Mission Investment Fund of the ELCA and Women of the ELCA.

## **Always Being Made New: The Campaign for the ELCA**

This five-year, \$198 million campaign will help the church grow its communities of faith, form new leaders, welcome its neighbors, overcome malaria, confront hunger and poverty, accompany its global companion churches, and so much more. This goal represents a 64 percent increase in designated funding for these ministries. The campaign is entering its third year.

### **Campaign Priorities**

- Congregations
  - ❖ Renewing Congregations
  - ❖ ELCA New Congregations
  - ❖ Disability Ministries
- Leadership
  - ❖ ELCA Fund for Leaders
  - ❖ Youth and Young Adults
- Hunger and Poverty
  - ❖ ELCA World Hunger
  - ❖ ELCA Malaria Campaign
- Global Church
  - ❖ Missionaries and Young Adults in Global Mission
  - ❖ International Leaders – Women
  - ❖ Global ministries

### **Responsibilities: Manager for Donor Relations for the ELCA Campaign**

**This major gift officer position** secures gift revenue in support of the priority fundraising objectives of the ELCA as outlined in its case statement for *Always Being Made New: The Campaign for the ELCA*. This position is responsible for identifying, cultivating and soliciting individuals with capacity for leadership gifts to the ministries of the ELCA, and will maintain a portfolio of major donor prospects.

### **PRINCIPLE ACCOUNTABILITIES**

1. Work with the Campaign Director and Program Director(s) to develop a strategy for the cultivation and solicitation of major gifts for assigned campaign programs and prospects.
2. Assisted by the Prospect Research Manager, direct research to identify major gift prospects and obtain information concerning financial capability, special interests, connections with the church, close friends and advisors, and financial contributions to other causes.
3. Carry out personal assignments with specific major gift prospects. Meet with donors, prospects, and volunteers; travel as necessary.

4. Manage ongoing relationships and tracking of portfolio with ECIS software; ensures effective and appropriate stewardship.
5. Assist in planning and implementing special events in support of fundraising efforts.
6. Write acknowledgment, introduction and thank you letters as needed to manage prospects.
7. Other duties as needed.

### **EXPERIENCE AND SKILLS**

- A Bachelor's degree is required. Certified Fund Raising Executive status recommended.
- Extensive experience in capital campaigns, gift development, donor stewardship, and moves management.
- Demonstrated success in achieving fundraising goals.
- Strong leadership qualities as evidenced by the ability to conceptualize, initiate, manage, coordinate and motivate.
- Proven relationship-building skills and the ability to interact effectively with diverse constituencies. Ability to develop collaborative relationships across various departments, units and expressions of the church.
- Exceptional written and oral communication skills

### **PHYSICAL REQUIREMENTS**

Travel: Up to 60-70%.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk and hear, use hands and fingers to operate a computer and telephone. This position requires sitting for long periods of time. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

### **Application Process**

**Applications (resume and cover letter) and inquiries** about the position may be directed, in confidence, to Gaye Lindfors of Significant Solutions, Inc., the consultant assisting with this search (651-490-9550). Electronic submissions are strongly preferred and should be sent to [Gaye@SignificantSolutionsInc.com](mailto:Gaye@SignificantSolutionsInc.com).

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