

Generosity Coordinator



Middleton Community United Church of Christ
Middletonucc.org - 645 Schewe Road, Middleton WI

Position:	Generosity Coordinator
Staff Connection:	Office Manager
Directly Leads:	Volunteer Counters
Status:	Volunteer Staff
Time Commitment:	Approximately 5 hours/week

Job Summary

Purpose: The purpose of the Generosity Coordinator position is to cultivate and facilitate financial generosity within the MCC Community. They work closely with the Office Manager and Generosity Ministry Team to ensure that gifts are received and recorded, and givers are properly thanked.

Essential Functions

Member Giving

- Assists MCC members, friends, and stakeholders to discern and establish recurring gifts, pledges, or bequests to MCC upon request
- Vets and schedules Volunteer Counters to count cash and check donations given on Sunday mornings
- With the Office Manager, manages the Giving portion of MCC's Realm software

Cultivating Generosity

- Serves as an active member of the Generosity Team
- Builds relationships and cultivates trust with MCC donors through consistent communication, clear financial procedures, and transparent reporting
- Ensure that the Church sends written acknowledgment and its expression of gratitude for all bequests, memorials, designated gifts, and other significant financial gifts received by the Church

Generosity Coordinator

Reporting

- Monitors incoming pledge receipts throughout the year and regularly provides email reports on the status of such receipts to the Board of Directors, Generosity Team, and Finance Committee.
- Works closely with the Treasurer and Office Manager to reconcile monthly financial reports.
- Produces and sends accurate pledge reports to members as needed
- Produces and sends accurate annual giving reports to all donors

Other Responsibilities

- Answers questions and offers insights about giving when requested by the Board of Directors or Finance Committee
- When they arise, communicates member needs with Pastoral Staff and/or Care Team
- Submits an annual Giving Report to the congregation

Minimum Qualifications

- Active member of Middleton Community UCC
- Able to navigate Realm Giving software (with adequate training)
- Has a working understanding of non-profit financial giving practices, including but not limited to: required minimum distributions, stock gifts, and bequests

Core Competencies

- Detail oriented and financially literate
- Holds a faithful understanding and appreciation for the spiritual practice of generosity
- Able to keep confidences with wise discernment and understanding of overlapping church and community roles
- Excellent written communication skills