



Metropolitan Washington, D.C. Synod
Evangelical Lutheran Church in America
God's work. Our hands.

305 E Street, NW • Suite 300 • Washington, D.C. • 20001

JOB DESCRIPTION – Gifts of Hope Director

Gifts of Hope description: [Gifts of Hope](#) is a gift-giving program that provides an alternative to the commercialism of Christmas and other gift-giving occasions throughout the year. It serves as an intermediary between donors and organizations serving persons in need. Currently, these 19 Beneficiary Organizations are twelve Washington metropolitan area non-profit organizations, four ministries, and three international companion synods.

Gifts of Hope's mission:

- maximize funds going to these beneficiary organizations,
- encourage volunteer involvement with the organizations,
- link those who want to help others with the organizations that have the staffing and programming to do so.
- Connect people to ministries of their interest

Position is part time: ¼ time with peaks of activity at certain times of the year.

General Responsibilities: The Gifts of Hope Director is responsible for the on-going mission of Gifts of Hope. The Director recruits, encourages and oversees the work of volunteers; interacts with the beneficiary organizations; is responsible for publicity and the web site. The Director's work is overseen by the beneficiary organizations and reports to the Metropolitan Washington, D.C. Synod.

Specific Responsibilities: The Gifts of Hope Director ensures that all phases of the GOH cycle are completed in a timely fashion. Responsibilities include, but are not limited to, the following:

- **Volunteers:** Recruit, encourage, and direct volunteer network. Communicate with volunteers in person and via email, phone or video conferencing.
- **Annual Advent Campaign:** Ensure that all phases of the Advent Campaign are completed in a timely fashion. This cycle currently includes soliciting gift ideas, writing or reviewing gift descriptions, developing the gift catalog, ensuring that new Christmas cards are designed annually or biennially. Working with the web designer to update the website each September/October—new gifts, forms for congregation volunteers, and updating overall message on website. Website provides access to year-round giving. Working with the volunteers to distribute materials and instructions to Synod congregations.
- **Congregations:** Using the volunteer Conference Coordinators, the director maintains contact with the congregations, including office staff and pastors. Visit each conference deans' meeting at least once per year, (for a total of six meetings) to explain and solicit

In Partnership with:

The Evangelical Lutheran Church in Slovakia, The Evangelical Lutheran Church in Namibia, The Evangelical Lutheran Church in the Republic of Namibia, the Evangelisch-Lutherische Kirche in Namibia, and The Lutheran Church in El Salvador

participation in Gifts of Hope. Publicize results by sending newsletter articles to conference coordinators to be distributed to congregations.

- Synod: The GOH Director is a member of the Synod's Stewardship and Mission Support Table. 5-6 meetings per year. Maintain an exhibitor's table at Synod Assembly. Attend weekly synod staff meeting as needed. Be in conversation with other exhibitors—several are GOH organizations. Maintain contact with Synod Treasurer. Utilize Synod's communication outreach. Maintain an exhibitor's table at annual meeting of the Women's Synod Organization (Women of the ELCA).
- Annual Meetings: Organize the Annual Meetings of the Beneficiary Organizations and the Volunteer Team. (Spring). Prepare an Annual Report for these meetings. Prepare proposed budget (forthcoming Fiscal Year) for the Beneficiary Meeting.
- GOH Advisory Board: Regular communication with this group plus one in-person meeting. (three representatives from the beneficiaries, Synod's DEM, GOH Director, GOH treasurer and possibly 2 additional volunteers). Prepare and submit monthly financial statements and updates to this group. Advisory Board conducts the annual review of the Director and makes annual compensation increase recommendation.
- Social media: Maintain GOH social media presence, including Instagram, Facebook and Twitter.

Qualifications:

- College degree preferred
- Strong interpersonal and communication skills
- Experience and management skills, preferably related to working with volunteers.
- Knowledge of Microsoft Office, including Excel, is required.
- Good writing skills.
- Familiarity with social network media
- Familiarity with website management, processes, and updating.
- 2-3 years of experience as a fund raiser or in marketing is useful.
- Knowledge of the structure and ministries of the Evangelical Lutheran Church in America is helpful, but not required.
- Work primarily will be from home and access to email is required.
- Responsible for his or her own transportation to meetings at various locations around the metropolitan area.
- Self-starter. Able to work independently. Organized.

Compensation: This position is ¼ time with activity levels that fluctuate during the year. Compensation range is \$16,000-20,000. This position does not qualify for vacation or sick days.

To apply, email resume, cover letter, and salary requirements to kwheeler@metrocelca.org. The position is open until filled.