Western District Conference (WDC) - Staff Position Description

Position Title: Fund Development Coordinator
FTE and compensation type: 8-10 hours/week, Independent Contractor
Position open: Fall 2026
Reports to: Conference MInister

Responsibilities:

1. Communicate with WDC member congregations to promote the WDC Stewardship Commission's vision for fundraising, the congregational advocate program, special fundraising projects and planned giving opportunities. Communication may include digital media, printed materials and in-person contacts.
2. Nurture individual donor relationships with a goal of outright and planned gift support for WDC ministries, including establishing annual stewardship contacts with planned gift donors.
3. Coordinate with the WDC office and staff regarding fundraising communications and activities.
4. Participate in Executive Board and Stewardship Commission meetings as determined in consultation with the Conference Minister and Business Manager.
5. Develop and maintain working relationships with Everence as a resource related to financial stewardship and best practices.
6. Participate in monthly staff meetings and other events as determined in consultation with the Conference Minister, and at times lead in staff devotions and prayer.
7. Provide monthly reports to the Conference Minister, describing fund development activities and outcomes.

Qualifications:

- Emotional maturity, ability to relate to others in a professional and friendly way, and willingness to grow in intercultural competency
- Fluent written and verbal communication skills in English. Spanish language proficiency is an additional asset
- Basic computer skills and knowledge of digital communication and social media
- Organizational skills, efficient time management, ability to set priorities and handle details
- Self-motivation and ability to work independently, as well as collaborative spirit and ability to work with a team.
- Experience in fund-raising preferred
- Commitment to WDC's mission and support of WDC's core tasks
- Affirmation and knowledge of Anabaptist values, and Mennonite Church USA and its programs

Western District Conference (WDC) is a conference of Mennonite Church USA. WDC has congregations in Nebraska, Kansas, Oklahoma, Texas and Guatemala. The WDC mission is to empower Anabaptist/Mennonite congregations to Witness and invite others to faith in Jesus Christ, Dwell in just and loving relationships, and Connect to God's mission in the world. WDC's core tasks are sustaining transformational ministers, resourcing healthy missional congregations, and networking Anabaptist church planting partnerships.