**Vanderbilt Wesley Foundation Ministry Associate**

Fundraising and Development: (40%)

* Take lead on fundraising efforts for Vanderbilt Wesley Foundation
* Build and establish alumni database and communication.
* Responsible for ongoing alumni communication, i.e. newsletter, email, etc.
* Create relationships with other donor sources in the community.
* Organize at least one home gathering hosted by a board member each year.
* Seek out other local UMC churches to partner with Vandy Wesley.
* Develop and execute monthly giving system.
* Cultivate and maintain relationship with West End UMC
* Seek out creative giving platforms, i.e. Venmo, PayPal, etc.

Marketing: (40%)

* Utilize social media accounts to their fullest potential
* Maintain and redesign campus ministry website
* Wesley Foundation branding through student merchandise, giveaways, etc.
* Host regular tabling events with students on campus

Program Ministry: (20%)

* Collaborate with Campus Minister on regular Wednesday programming
* Offer support for weekend trips and special events
* Offer pastoral care and support to students as needed/desired
* Meet with students as needed/desired

Qualifications:

* · Experience in fundraising
* · Experience in communication
* · Experience in social media marketing
* · Experience working with college students
* · Bachelor’s degree

Compensation:

* · Salary $44,000 annually
* · No benefits

Apply by April 30, 2024.

To apply, send resume and cover letter to Vanderbilt Wesley Board Chair, Brent Evans, via email at b.evans@vanderbilt.edu.