

EXECUTIVE DIRECTOR OF MINISTRY RESOURCES

Reports To: Senior Executive Director

Classification: Full-Time, Exempt

MISSION ALIGNMENT

The Executive Director of Ministry Resources advances First United Methodist Church's mission of making disciples of Jesus Christ for the transformation of the world by developing, aligning, and stewarding the resources necessary to fulfill the church's mission and vision. Through the Love3 framework—Love God, Love Self, Love Others—this role helps create the capacity for people to be invited, formed, connected, and sent as disciples of Jesus Christ.

POSITION SUMMARY

The Executive Director of Ministry Resources provides strategic leadership for the development, stewardship, and alignment of the resources necessary to advance the mission of First United Methodist Church. This role oversees generosity and stewardship initiatives, financial operations, the Early Learning Center, strategic communications, and mission-aligned partnerships and ministry ventures.

Serving as a member of the Executive Leadership Team and reporting to the Senior Executive Director, this leader ensures the church's resources are aligned to support disciple-making, ministry effectiveness, and long-term sustainability.

SUCCESS IN THIS ROLE LOOKS LIKE

A culture of generosity and stewardship is growing. Financial systems are trusted and effective. The Early Learning Center is thriving as both a ministry and community connection point. Strategic communication consistently tells the story of life transformation. Partnerships and ministry ventures strengthen sustainability. Resources are increasingly aligned with mission priorities, expanding the church's capacity to make disciples and transform lives.

KEY AREAS OF RESPONSIBILITY

Generosity & Stewardship Leadership

Outcome:

A culture of generosity is established that deepens discipleship and increases investment in the mission of the church.

Success Indicators:

- Giving participation is increased and sustained.
- Stewardship is integrated into discipleship pathways.
- Major donor and legacy giving strategies are developed and maintained.
- Congregational understanding of biblical stewardship is strengthened.

Key Performance Indicators:

- Household giving participation rate
- First-time giver retention rate
- Year-over-year growth in giving
- Number of legacy commitments established

Development & Resource Advancement

Outcome:

Sustainable funding sources and strategic relationships are developed to strengthen ministry impact.

Success Indicators:

- Grant, donor, and community partnerships are expanded.
- Major gift strategies are implemented.
- Resource development efforts support ministry priorities.

- Long-term funding opportunities are identified and cultivated.

Key Performance Indicators:

- Dollars raised beyond operational giving
- Grant funding secured
- Active major donor relationships
- Growth in development revenue

Financial Operations & Stewardship

Outcome:

Financial systems are maintained with excellence, transparency, and accountability.

Success Indicators:

- Financial reporting is timely and accurate.
- Internal controls are maintained and strengthened.
- Budget development aligns resources with ministry priorities.
- Financial health indicators are monitored and communicated.

Key Performance Indicators:

- Timeliness of financial reporting
- Budget variance performance
- Operating reserve benchmarks
- Audit and compliance results

Early Learning Center Oversight

Outcome:

The Early Learning Center operates as a thriving ministry and sustainable enterprise that strengthens families and community engagement.

Success Indicators:

- Enrollment goals are achieved.
- Operational excellence and compliance are maintained.
- Parent engagement remains strong.
- Pathways connect families to the life of the church.

Key Performance Indicators:

- Enrollment percentage
- Family retention rate
- Parent satisfaction
- Net financial contribution
- Number of ELC families engaged in church ministries

Strategic Partnerships & Ministry Ventures

Outcome:

Mission-aligned partnerships and ministry ventures are developed that strengthen sustainability and expand ministry capacity.

Success Indicators:

- Strategic partnerships are cultivated and maintained.
- New ministry ventures are identified and evaluated.
- Facility utilization is optimized.

- New opportunities align with mission, values, and Love3.

Key Performance Indicators:

- Revenue generated through ministry ventures
- Facility utilization rate
- Number of active strategic partnerships
- Net contribution of ministry ventures

Strategic Communication

Outcome:

A coordinated communication strategy is maintained that strengthens engagement, generosity, and discipleship.

Success Indicators:

- Communication plans support ministry priorities and stewardship initiatives.
- Stories of life transformation are consistently communicated.
- Love3 and the church's mission are reflected across communication channels.
- Communication effectiveness is measured and improved.

Key Performance Indicators:

- Engagement across communication platforms
- Email open and click-through rates
- Participation in stewardship initiatives
- Number of ministry impact stories shared annually

QUALIFICATIONS & SKILLS

- Demonstrated commitment to Christian discipleship and the mission of First United Methodist Church.
- Alignment with the Love3 framework and church values.
- Experience in financial leadership, development, nonprofit administration, business leadership, or related fields.
- Strong strategic planning and organizational leadership skills.
- Ability to connect stewardship and generosity with discipleship and ministry growth.
- Excellent communication and relationship-building abilities.
- Experience with fundraising, grants, donor development, or advancement strategies preferred.
- Experience with educational or Early Learning Center operations preferred.
- Bachelor's degree required; advanced degree or relevant certifications preferred.

WORK EXPECTATIONS

- Active participation in the worshipping life and mission of First United Methodist Church.
- Serves as a member of the Executive Leadership Team.
- Reports directly to the Senior Executive Director.
- Maintains strong relationships with staff, church leaders, donors, community partners, and ministry stakeholders.
- Availability for occasional evening and weekend ministry activities. Working on Church related holidays. Lent, Easter, Advent, Christmas
- Provides strategic leadership for resource development, financial stewardship, partnerships, communications, and organizational sustainability.