

The World Evangelical Alliance (WEA) is setting up an office in North America that will be housed in the Billy Graham Center, Wheaton College, Wheaton Illinois. WEA is a global association of Evangelicals and its offices are located in various regions of the world. The WEA is hiring two positions for this office. The first is a development manager, a full-time role based in Wheaton, IL.

The role of Manager is to help create and set up the office and then facilitate the role as outlined. As will be noted, the salary is a matter for discussion.

For more information go to www.worlddea.org. Brian Stiller (WEA's global ambassador) serves as chair of the Task force of Development. He will be fielding responses to this invitation.

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**Job Description of the
Development Manager
of the
World Evangelical Alliance**

Title: WEA Development Manager
Reports to: WEA's Director of Development
Date: January 12, 2018

The WEA Development Manager (DM) is responsible for facilitating and supporting the work of the WEA's Director of Development, the Secretary-General (S-G) and any task force, project team or committee appointed for fundraising. The work of the DM includes assisting in the creation of an annual fundraising plan; helping to administrate fundraising projects; overseeing the compiling of fundraising support materials; researching and reporting on potential donation sources; managing donor and prospect follow-up; and overseeing social media, mail lists, event logistics, and appointments related to fundraising. The DM will coordinate their work with WEA's larger marketing, advocacy and membership initiatives so there is a consistent WEA message throughout all of WEA's public initiatives.

Planning:

- Working with the Director of Development, the S-G and project leaders, the DM will assist in compiling an annual fundraising plan: these will include fundraising values and policies and strategies for foundations, major donors, events, social media, membership, direct mail and monthly giving.

Facilitating:

- The DM will work in the Wheaton office and with Director of Development, the S-G and WEA leaders facilitate project meetings, project goal tracking, input delegation records and results and general communication of fundraising strategies and projects.

Materials:

- The DM will work with the Director of Development, S-G and WEA leaders, communication and marketing staff and national leaders to create effective fundraising support materials including case for support documents; grant requests; and digital, printed, video materials to tell the WEA stories and express the WEA needs.

Research and Reporting:

- The DM will initiate research project to identify potential prospects for giving to WEA as well as respond to specific research requests by the Director of Development, the S-G and WEA leaders.
- The DM will prepare regular reports on fundraising activities and results for the Director of Development that can be also used for reporting to the WEA's various boards, members and constituencies.

Donor and Prospect Follow up:

- The DM will coordinate appointments, follow-up correspondence, and reporting schedules for meetings by the Director of Development, the S-G and other WEA leaders with donors and foundations.
- The DM will contribute to WEA's annual Year-end report by providing both quantifiable and qualitative results from the WEA's fundraising initiatives.

Administration:

- The DM will oversee social media technologies, mail lists, event logistics, and appointments related to fundraising

Qualifications:

The DM will demonstrate alignment with WEA's values and its statement of faith; exhibit strong Christian character especially related to the handling, discussion, and requests for money; have project-management experience and a track record of executive administration and support.

Salary and Benefits:

To be discussed.

Please send inquiries to:

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