



Geneva, 21 December 2011

### VACANCY NOTICE

<b>JOB TITLE</b>	:	<b>Manager Income Monitoring and Development</b>
<b>ROLE &amp; STEP</b>	:	<b>information available on request</b>
<b>STARTING DATE</b>	:	<b>April 1, 2012 (negotiable)</b>
<b>WORKING ACTIVITIES (%)</b> :		<b>100%</b>
<b>REPORTS TO</b>	:	<b>Associate General Secretary Unity and Mission</b>
<b>Works closely with</b>	:	<b>Internal:</b> The general secretary, associate general secretaries for unity and mission, public witness and diakonia, directors of finance and communication, programme staff and designated staff in PMER, IMD, Finance and Human Resources. <b>External:</b> WCC governing bodies as needed, member churches, specialized ministries, ecumenical organizations, foundations and other funding partners
<b>Objective</b>	:	(1) To increase income by leading the WCC's fundraising work, including strengthening current giving relationships, strategically developing new partnerships and pioneering new methods; (2) to provide motivational leadership to a team of experienced fundraising professionals with overall responsibility for development and implementation of the WCC's fundraising strategy; and (3) to promote and facilitate a Council-wide fundraising culture through involvement of project staff and senior leadership.

#### Specific responsibilities:

1. Give motivational leadership, vision, and direction to the implementation of the current WCC income development strategy and new strategies to be developed, and to the Income Monitoring and Development (IMD) team.
2. Be actively engaged in fundraising activities, exploring new fundraising opportunities through strategically developing new partnerships, including foundations and trusts, and by creatively pioneering new methods.

3. Oversee the design and implementation of specific campaigns, outreach efforts and events for current and prospective donors.
4. Work closely together with the IMD team and finance staff to plan and monitor income allocations related to budget processes and partnership agreements.
5. Work in close cooperation with Communication staff to enhance fundraising-related communication means, notably through the internet and social networking media.
6. Represent, interpret and communicate the Council to current and prospective donor constituencies.
7. Guide WCC leadership, members of Central and Executive Committees and the Fundraising Advisory Group in developing opportunities for their involvement with the fundraising process.
8. Work in close cooperation with the WCC leadership in developing a Council-wide fundraising culture, encouraging, stimulating and supporting project colleagues to engage in fundraising for Council activities.
9. Work in close cooperation with the WCC leadership and project colleagues in promoting the Council's work and strengthening the involvement of its member churches and ecumenical partners in programmes and projects.
10. Prepare plans and reports for the Council's governing bodies.

**Qualifications and special requirements:**

1. At least a university degree or equivalent in a relevant field.
2. Minimum seven years of experience and a strong track record in income development and fundraising, preferably in an international, ecumenical and/or church-related environment.
3. Minimum five years of personnel and project management experience, including results-oriented planning, monitoring, evaluation and reporting of fundraising projects.
4. Ability to represent, interpret and communicate the WCC to donors and prospects and other WCC constituencies.
5. Excellent command of written and spoken English. Knowledge of other working languages of the WCC (French, German and Spanish) an asset.
6. Broad knowledge of the most recent fundraising, communication and information technologies.
7. Experience in working sensitively in multicultural and ecumenical settings.

**Timeline for applications: January 25, 2012**

**Application form may be obtained from and returned to:**

Human Resources Department  
World Council of Churches  
150, route de Ferney – P.O. Box 2100  
1211 Geneva 2 – Switzerland  
Fax: +41-22.791.6634  
E-mail: [hro@wcc-coe.org](mailto:hro@wcc-coe.org)