



THE CHRISTIAN COMMUNITY

MOVEMENT FOR RELIGIOUS RENEWAL

Position: Legacy Giving Coordinator for The Christian Community in North America

The Christian Community of North America is seeking a **Legacy Giving Coordinator** to support the development of Legacy Giving programs on the congregational level. This position is half-time.

Interested individuals may send a resume and cover letter to the office of Rev. Craig Wiggins at ccnaoffice@gmail.com (subject line: Legacy Giving Coordinator), or Office of Craig Wiggins c/o 2302 Washington Ave., Chevy Chase, MD 20815. The application deadline is **Friday, June 12, 2020**.

Job Description: The Christian Community is a worldwide movement for religious renewal that seeks to open the path to the living, healing presence of Christ in the age of the free individual. It was founded in 1922 in Switzerland by the eminent Lutheran theologian and minister Friedrich Rittlemeyer, with the help of Rudolf Steiner, Austrian philosopher and educator.

Most congregations of The Christian Community in North America (the first of which was founded in North America in New York City in 1948), are small and intimate. Each Christian Community congregation is financially independent and exists through the voluntary pledges and donations of its local members. There are administrative bodies to coordinate the work at regional and international levels.

The person filling the position of Legacy Giving Coordinator is accountable to the Regional Board of North America. This person provides guidance and support to the individual congregations as they work to create and build an active Legacy Giving Program in a way that is congruent with the specific interests and fundraising maturity of each congregation.

The Legacy Giving Coordinator will find and cultivate the resources congregations may require to develop their own Legacy Giving Programs. The Legacy Giving Coordinator will work closely with congregational liaisons and serve as a catalyst for conversation with and within the congregations.

The Legacy Giving Coordinator's main goal over the next three years is to facilitate, encourage, guide, service and support not less than 6 congregations in North America to create, launch, develop and build an active Legacy Giving Programs in their community. The success of this

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program will be measured by meaningful end-of-life and legacy giving conversations having been held with at least 50% of the members and friends of the engaged congregations and their affiliates, with at least 40% of these individuals having declared their bequest intention or asked for End-of-life “packages” to create their own wills.

Objectives include:

- Collaboratively create an operational plan and timeline that will achieve the Program's goal and which is enthusiastically endorsed by both the Legacy Giving Group (a committee of the Regional Board) and the Regional board. (Within 5 months of hire date)
- Drive the process with the Legacy Giving Group to source, select and identify a Legacy Giving consultant in each congregation (within 3 months of hire date).
- Work with the Legacy Giving consultants to develop and deliver a Legacy Giving training program that will equip and motivate the congregational teams to initiate and build Legacy Giving Programs in their own communities. This can be done by webinar, virtual training sessions, in person, or in any combination of modalities which prove effective. (within 3 months of engaging a consultant).
- Create and maintain foundational Legacy Giving materials – pamphlets, workshop proposals, question/answer guidelines. etc. – that resonate with the engaged congregations. Engage the congregational teams and Legacy Giving Group in the identification and creation of these materials (within 6 months of hire date).
- Find, source, and promote any administrative software and other resources needed by the congregational teams to manage and monitor an active and successful Legacy Giving Program.
- Facilitate, encourage, guide, service and support 3-4 targeted volunteer congregational Legacy Giving teams so that 6 months after engagement they have created, launched, developed and initiated an active Legacy Giving Program in their own communities. Each team will have held programs/events to promote awareness and inspire legacy giving interviews with at least 25% of members and friends.
- Initiate and deliver materials for recognition and support of those individuals who participate in legacy giving (within 2 months of initiation of a congregation's Legacy Giving Program).
- Act as a catalyst for and facilitate collaborative conversations within and between the congregations to identify operational achievement objectives, best practices and process improvements.

- Track and report monthly To the Legacy Giving Committee on Legacy Giving Program activities and feedback.
- At the upcoming Annual Delegates Meeting (October 2020, North Carolina), present information which outlines the contribution you have made to the successful launch and initial build-out of the regional Legacy Giving Program in the region.

Applicants to this position will demonstrate:

Initiative and ability to work well with many congregations. The legacy giving program is not fully formed and will require a willingness to adjust the approach as needed.

Ability to collaborate. The role involves initiating dialogue, inspiring interest, developing or adjusting materials etc. in the context of each congregation's strategic needs and goals.

Outstanding written and verbal communication abilities. This position is communication intensive. The ability to initiate and build relationships is essential.

Outstanding administrative skills. Knowledge of and the ability to implement the administrative functions needed to manage a *decentralized* program are essential.

Well-developed computer skills including graphical tools and virtual communication platforms.

Interest in and understanding of basic fundraising activities and an interest in understanding the workings and intentions of a Legacy Giving Program.

Additional considerations:

Some travel is required. The applicant should plan on 4-6 trips a year of 2-4 days duration, including 2 North American Regional Board meetings.

The position is half time to begin with. Consistent hours and availability are important. Compensation will be commensurate with experience and qualifications.