



Mission to North America

Presbyterian Church in America

PURPOSE

MNA exists to cultivate Kingdom advancement through the PCA in North America.

MISSION

MNA provides expertise with excellence to all PCA churches, presbyteries and networks in North America by offering a suite of practical ministry resources – training, equipping, and assisting in missional purpose, serving communities to advance God’s kingdom.

COMPETENCIES

Competencies are a combination of core values and actions. To cultivate Kingdom advancement, MNA staff must embody these values and act on them.

Core Values

- **Service:** We believe that Jesus calls all of his people to serve him in a way that blesses and benefits others.
- **Collaboration:** We believe that to serve our church most effectively, we must be agile enough to work across ministries and agencies for Kingdom mission.
- **Clarity:** We believe that kindness as a fruit of the Spirit requires that we strive to see the big picture, ask questions, and communicate in a way that minimizes confusion.
- **Adaptability:** We believe that serving the church for Kingdom mission in an ever-changing world requires us to be continual learners.

Critical Actions

- We assess to gain a deeper understanding of the times, so the church knows what to do.
- We listen to church leaders to understand how to serve the church best.
- We create strategic and practical resources to enhance the work of the church.
- We enable churches to plant healthy churches.

Ministry Recap

Position Title:	Unity Fund Development Director
Ministry Name:	The PCA Unity Fund
Status:	Exempt/Non-exempt
Job Category:	Full-time Ordained/Non-Ordained Ministry Staff
Salary Range:	\$95,000 - \$135,000
Position Type:	Fundraising
Location:	Remote

Summary Statement of Overall Purpose/Goal of Position

The position of Unity Fund Development Director reports to the Executive Coordinator. The Unity Fund Development Director (UFDD) will work to establish and pursue goals, objectives, and strategies for major gift fundraising in fulfillment of the Unity Fund's goals and mandates. The UFDD will do this by developing and cultivating trusted relationships with individual donors, churches, foundations, and other organizations, engaging them as partners in the mission and vision of Mission to North America. These relationships will be cultivated through personal and intentional communication, visitation, and general care to develop support for the Unity Fund and Mission to North America. A qualified candidate will have demonstrated successful development experience in higher education or a ministry context, will possess significant understanding of the PCA, be perceived as, reliable, relatable and trustworthy, genuinely enjoy building relationships, and be able to appropriately mirror Mission to North America's values and communicating its goals. The position is remote with travel responsibilities throughout the U.S. and Canada.

All responsibilities and tasks associated with the role of the Unity Fund Development Director will ultimately help to fulfill MNA's purpose to cultivate Kingdom advancement through the PCA in North America.

Major Responsibilities

The major responsibilities of this position are as follows:

Donor Cultivation and Management

- Identify and cultivate major gift prospects; manage a portfolio of individuals, churches, foundations, and organizations; develop and implement solicitation strategies for each.
- Manage and grow the current portfolio of major gift donors, prospects, churches, foundations, and leads. This will include regular correspondence, visitation, and solicitation. Overnight travel will be necessary.
- Develop and implement a cultivation and solicitation strategy for all donors. Record and track all activity using MNA's CRM platform.
- Prepare written proposals, informational materials, gift illustrations, and other materials needed to solicit planned/estate and major gifts from individuals, and foundations
- For each major gift donor managed, develop appropriate stewardship activities within the

context of the overall stewardship plan.

Strategic Engagement

- Work with broader Unity Fund team to identify and cultivate new prospects.
- Make approximately 100–150 strategic cultivation, solicitation, or stewardship contacts each year to steward, thank, and encourage donors in continued and increased support. (Face-to-face visits preferred unless the donor indicates otherwise.)
- Engage portfolio donors with current initiatives, presenting appropriate support opportunities which may include major gifts, special projects, and/or planned gifts.

Event Planning and Coordination

- Organize special events and regional donor activities to engage current and prospective donors. This includes General Assembly and other strategic gatherings.
- Work with the PCA Unity Fund Facilitator to oversee logistics, prepare materials, and ensure that General Assembly serves as a meaningful engagement opportunity for donors, scholarship recipients, and potential applicants

Volunteer Coordination

- As appropriate, identify, recruit, train, and develop leadership roles for volunteers who assist with fundraising activities.

Position Requirements

- A Christian whose life reflects mature, spiritual growth and is active in a local PCA church.
- A Christian who views the position as both a vocation (responsibility) and as a ministry (service)
- A teaching or ruling elder in good standing in the PCA who has a heart for prayer, commitment to personal growth, and consistent dependence on Jesus
- Education/Experience: (For ordained staff, the requirement would be a seminary degree from an accredited religious institution)
 - Bachelor's degree required. Master's degree preferred from accredited, theologically reformed, conservative seminary.
 - Five to ten years' experience in relevant ministry work.
 - Demonstrated experience in specific ministry work for this position, i.e., Refugee & Immigrant
- Competencies
 - Excellent verbal and written communications
 - Five years of development experience, including closing major gifts, capital campaign work, or applicable sales/marketing experience; excellent oral and written communication skills.
 - Ability to work well independently and as part of a team, taking initiative, setting priorities, and handling multiple projects efficiently and effectively, exercising good judgment, making decisions in ambiguous situations, and processing information and analysis in a fast-paced, dynamic, deadline-driven, professional environment.
 - Ability to serve as externally-focused ambassador for MNA and the Unity Fund establishing, cultivating, and stewarding strong relationships with donors and friends for building and maintaining positive lifelong partnerships and trust, while also aligning donor passions and goals with those of the institution.

- Motivated to seek innovative ways to achieve results, recognizing and seizing opportunities to develop fundraising strategies and plans that integrate into the organization's mission, priorities, and goals.
- Strong interpersonal and customer service skills, with ability to resolve conflicts and differences with prompt attention and communication, seeing every difference as an opportunity for growth and change.
- Creative and organizational gifts with strong attention to detail.
- Ability to maintain confidence and guard confidential information; act in a selfless manner; model the Gospel distinctives and commitments of Mission to North America.
- Demonstrated knowledge of the PCA and the Book of Church Order (BCO)
- Commitment:
 - Passion and commitment to the vision of MNA and for seeing MNA ministries strengthen the local church at every level
 - Demonstrated commitment to the ministries of MNA and their work in promoting healthy and vital churches in the PCA
- Leadership:
 - Demonstrates wisdom in decision making – easily encourages and invites conversation and creates trust in relationships
 - Positive, humble attitude with willingness to grow and learn from others, yet able to lead a growing team with confidence
 - Proven affinity for studying, learning, collaborating/connecting with others for ministry growth
 - Ability to lead, work with and motivate staff members
 - A track record of wise, helpful, grace-based problem solving

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Management reserves the right to add or change duties at any time.

To apply, please send your Resume and CV to zince@pcanet.org.

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