



United
Women
in Faith

JOB DESCRIPTION
Missouri Conference United Women in Faith
Legacy Fund Coordinator

TITLE: Legacy Fund Coordinator

CHOSEN BY: Appointed by the President and confirmed by the Leadership Team.

TERM OF OFFICE: 2 years with additional appointment for up to 4 years allowed.

RESPONSIBILITIES:

- Promote the development of the Legacy Fund, the United Women in Faith national endowment, in the Missouri Conference, including donor involvement with planned gifts, endowed gifts and charitable gift annuities
- Maintain the accuracy of donor information records, recognition society membership lists, preparing and generating reports
- Acknowledge members' gifts with a personal note
- Participate in national training events for the Legacy Fund
- Train Legacy Coordinators at the local and district level at each annual meeting
- Attend all Leadership Team meetings.
- Prepare articles for the Conference Newsletter (*Mission Voice*) which promote the Legacy Fund
- Be available to attend District Events when requested
- Keep a notebook or journal of activities during term in office to pass on to the next person taking office.

RESOURCES:

- United Women in Faith materials
- United Women in Faith Handbook
- Training opportunities
- National Office United Women in Faith Counterpart

Legacy Fund Coordinator

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REPORTS TO:

- Conference President
- Conference Leadership Team

RELATES TO:

- Conference Leadership Team
- Local and District Counterparts
- National Office