

## **Co-Chairs for Outreach and Development - Job Description**

### **Outreach Responsibilities - Co-Chair for Outreach**

1. In partnership with the Director (Campus Minister) prepare and distribute newsletters to alumni, friends of Wesley and local churches, that interpret the ministry and communicate its needs.
  - The Wesley Weavings is normally published in the Fall
  - The Wesley Update is normally published in the Spring
2. Work with the WF Board to assist in the conduct of annual Wesley alumni events such as Homecoming or off-campus activities.
3. Alumni Relations
  - Work with the Administrative Assistant maintain a current data base of Wesley Alumni.
4. Maintain the Alumni Facebook Page – adding events and items of interest

### **Development Responsibilities - Co Chair for Development**

Develop and implement a program to generate private giving and other forms of financial support from district churches, church related organizations, college organizations, community organizations and general fund raiser to support the foundation. As a minimum:

- Conduct an annual financial campaign to generate individual donations from Wesley alumni and friends of Wesley.
- Contact District Churches (those in the former York River District) and request that the Wesley Foundation be included in their annual budget.
- Contact church related organizations (United Methodist Men and United Women in Faith) to request financial support for campus outreach and mission related activities.

In conjunction with the administrative assistant and financial secretary establish a method of donor tracking and communication to include furnishing a timely, written statement containing the following information:

- a) Date of the contribution, amount of any cash contribution,
- b) A description of non-cash contributions (but not the value),
- c) A statement that no goods or services were provided in return for the contribution.