

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Endowment Fund Coordinator
Reports to: Board of Trustees through Stewardship Committee
Hours required: 1-3 hours per month

General description:

The Endowment Fund Coordinator convenes the Endowment Fund Team to review the Endowment Fund. Reports to the Board any significant changes or concerns related to the endowment.

Responsibilities:

- Convene meetings of the Endowment Fund Team, as needed.
- Delegate responsibilities as appropriate.
- Report to the Board any significant changes to the endowment. Provide verbal report of the endowment at the May meeting of the congregation.
- Attend quarterly meeting of the Stewardship Committee to report on programs, report back to the Board, and coordinate with other teams.
- Contact the Minister in the event of emergencies related to member safety.
- Make official requests of the Board related to the Annual Canvass, as needed.

Skills:

- Ability to communicate effectively in writing and verbally.
- Ability to delegate responsibility.
- Ability to recruit and sustain volunteers.
- Detail oriented.