

## Indiana Conference of the United Methodist Church

### POSITION DESCRIPTION

1. **Title of position**      Project Director: Well Lived Life
2. **Classification**        Project
3. **Supervisor**            Bishop through Executive Assistant to the Bishop

#### 4. **Responsibilities**

##### a. **Overall purpose of position**

To give general oversight to the implementation of the Well Lived Life grant received by the Indiana Conference from Lilly Endowment.

##### b. **Essential functions**

- 1) General oversight of the entire program
- 2) Coordinating program events with the grant budget
- 3) Developing working budget and monitoring financial process to comply with the overall intent of the grant proposal
- 4) Developing program and making presentations to various constituents and partners
- 5) Developing and implementing a plan to raise matching funds as required by the grant
- 6) Delegating responsibility to various groups, individuals and partners for elements of the overall program implementation (e.g., developing a fund raising team to create and implement a plan to raise the grant matching funds)

##### c. **Occasional functions**

- 1) Recruiting and developing an oversight team for general advisory functions, consultation and support
- 2) Recruiting and developing an implementation team to organize, develop and implement the activities of the grant proposal

##### d. **Supervision of staff/volunteers (if any)**

- 1) Administrative Assistant
- 2) Such other staff (volunteer or employed) as may be needed to implement various aspects of the grant

##### e. **Workplace requirements**

- 1) Travel throughout the state of Indiana
- 2) Optimal utilization of computer and communications technology

**f. Budget accountability**

- 1) To the Indiana Area Foundation of the United Methodist Church
- 2) To Lilly Endowment
  - a) Annual audited report of expended funds and matched funds related to the grant
  - b) Final audited financial report at the end of the grant period

**5. Qualifications required to carry out this position: knowledge, abilities, and skills**

- a) Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b) Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c) Identified leadership skills
- d) Program planning skills
- e) Strong administrative skills and practices
- f) Ability to develop and monitor budgets/expenses
- g) Overall operational knowledge of the UMC and conference structures
- h) Ability to supervise paid and volunteer personnel
- i) Ability to recruit and organize teams of people to address specific functional aspects of the project

**6. Additional comments that may aid in describing the work of this position**

(See text of proposal made to Lilly Endowment.)