



P. O. Box 3549 • Lakeland, FL 33802-3549 • 866-363-9673 • [www.fumf.org](http://www.fumf.org) • [Foundation@fumf.org](mailto:Foundation@fumf.org)

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## **Expression of Interest**

**in the position of**

**President of the Florida United Methodist Foundation, Inc.**

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The Florida United Methodist Foundation, Inc. was founded in 1966 as an agency of the Florida Annual Conference of the United Methodist Church. Its mission is to facilitate giving and to foster sound financial practices within local churches and conference agencies. Additionally, it serves as a channel in the handling of planned gifts to United Methodist institutions. The Foundation's core ministries include: stewardship development, investment management, loans, donor consulting, church endowment/planned giving programs, custodial/trustee services, emergency grants, development office, and educational seminars for clergy and laity. The Foundation has approximately \$232 million in assets under management in addition to the \$107 million in interest-bearing deposits that make up the Development Fund. The Foundation is headquartered in Lakeland, but serves an area stretching from Key West to Apalachicola. The area is populated by more than 700 United Methodist churches. The Foundation is governed by a 15-member board of directors, which meets quarterly. It has a 12-member staff based in Lakeland and outlying areas.

**EQUAL OPPORTUNITY STATEMENT:**

The Florida United Methodist Foundation is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, age, or disability. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

**INSTRUCTIONS FOR COMPLETION:**

Complete all sections of this form. Completed forms may be mailed or e-mailed to:

Kim Showalter  
400 Herndon Avenue  
Orlando, FL 32803

[fumfapplication@showalter.com](mailto:fumfapplication@showalter.com)

Application deadline: April 30, 2010

**PERSONAL DATA**

(Please Print)

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
Street and Number City State Zip Years Months

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
Street and Number City State Zip Years Months

Telephone No. \_\_\_\_\_ Cell No. \_\_\_\_\_ E-mail \_\_\_\_\_

Do you have any friends or relatives currently working for the Foundation? [ ] Yes [ ] No

If yes, Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

If offered a position, can you furnish proof you are eligible to work in the United States? [ ] Yes [ ] No

If offered a position, when would you be able to start? \_\_\_\_\_

Do you have any criminal charges pending? [ ] Yes [ ] No

Have you ever pled guilty in any criminal proceeding? [ ] Yes [ ] No

Have you ever been convicted in any criminal proceeding? [ ] Yes [ ] No

NOTE: Answering "Yes" to any of the above three questions does not constitute an automatic bar to employment. However, FAILURE TO DISCLOSE YOUR ENTIRE CRIMINAL RECORD will result in disqualification from employment.

Please provide the information described below in a form convenient for you and useful to those reviewing your expression of interest in the position of President of the Florida United Methodist Foundation.

**EDUCATION:** Your educational background is important to us. Please identify the institutions which you attended, their city and state, the dates of attendance, your course of study while at the institution and the degree obtained. For institutions where you worked closely with an advisor, please provide the name and contact information for that person.

**PROFESSIONAL ORGANIZATIONS/CERTIFICATIONS:** We expect the successful candidate will be active in professional organizations related to the candidate's current position. Please identify the professional organizations to which you currently belong (or have previously belonged) and identify any leadership positions you held within those organizations. Please list any certifications that you currently hold.

**EMPLOYMENT INFORMATION:** Your employment history is relevant to our search for the next President of the Florida United Methodist Foundation. Please provide a complete employment history, in reverse chronological order, accounting for all periods of time including military service and any periods of unemployment. For each position, indicate beginning and ending salary and any other significant elements of your compensation arrangement. Where applicable, provide contact information for business references associated with these positions.

**EXPERIENCE:** The position of President of the Florida United Methodist Foundation requires many skills. To assist us in our evaluation of your interest in this position, please describe your experience in each of the following areas:

**MANAGEMENT**

- Setting, implementing and evaluating strategy and policies
- Managing and motivating staff
- Fundraising
- Managing financial resources
- Working in a multicultural environment

**OUTREACH**

- Speaking to public or other interest groups
- Maintaining and developing high level professional relationships and partnerships
- Preparing and editing publications

**BOARD DEVELOPMENT**

- Identifying potential board members
- Serving on boards of charitable or other not for profit organizations

**WHY THE FLORIDA UNITED METHODIST FOUNDATION?** We appreciate your interest in the Florida United Methodist Foundation. Please describe why you are interested in becoming our next President and your plan for how you would fulfill the responsibilities

**REFERENCES:** Your personal and professional references are important to those considering your interest in becoming President of the Florida United Methodist Foundation. Please provide five references, at least three of which are business references. We will contact these references and discuss you and your interests in, and aptitude for, this position.

**STATEMENTS BY APPLICANT:**

Read each statement carefully and sign.

- **Truthfulness – I certify** that all information provided by me to the Florida United Methodist Foundation is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered after I am hired.
  
- **Investigation – I authorize** the Florida United Methodist Foundation to investigate (directly and through agencies, such as consumer reporting agencies) as it determines appropriate to verify information provided by me and to make an informed decision regarding my qualifications. These reports may consist of an investigative consumer report from a consumer reporting agency and a criminal background check. These reports may include information relating to my character, reputation, personal characteristics, and mode of living. This information may be obtained from interviews with neighbors, friends, former employers, schools and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of any reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation.
  
- **Medical Information – I understand** that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.
  
- **Drug Screening – I understand** an offer of employment will be conditioned upon the satisfactory results of a pre-employment drug test.
  
- **Not a Contract – I understand** that this application does not create a contract of employment nor guarantee employment for any definite period of time.

**BY SIGNING BELOW, I AUTHORIZE THE DISCLOSURE OF INFORMATION TO THE FLORIDA UNITED METHODIST FOUNDATION.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_