



San Francisco Theological Seminary

Senior Director of Development

JOB DESCRIPTION

Position:	Senior Director of Development
Status:	Fundraising/Full-Time
Area:	Advancement
Supervisor:	Seminary President

Job Summary:

The Senior Director of Development at the San Francisco Theological Seminary (SFTS) serves as a primary external fundraising officer and is an integral team member in the Seminary's Advancement Team. The successful candidate will work closely with the President to advance opportunities with alumni, corporations, foundations, and other key Seminary donors and prospects to qualify, cultivate, solicit, close and steward major gifts for SFTS priorities. This position reports to the President of the Seminary.

Duties and Responsibilities

- ◆ Advance the mission, vision, values, and strategic goals and objectives of the Seminary.
- ◆ Work closely with the President and Advancement Team to execute advancement and campaign priorities.
- ◆ Support the President with Board engagement in giving and prospect work.
- ◆ Serve as a member of the Seminary Advancement Team and lead prospect management and prospect strategy planning and meetings.
- ◆ Maintain a dynamic portfolio of major gift prospects with a focus on gifts of \$10,000 and up. Build the portfolio to a target of 150 prospects in all phases of the fund raising cycle.
- ◆ Provide unusually good donor stewardship; assure donor wishes and proper gift usage; and work consistently to build trust and advance long-term relationships with donors.
- ◆ Meet or exceed mutually agreed upon major gift program goals and metrics. Develop and execute an annual operating plan with accountable monthly and quarterly monetary and activity goals.

- ◆ Assist in the development and maintenance of priority program planning and related cases for support, with a focus on the Seminary's major new cutting edge initiative, The Center for Innovation in Ministry.
- ◆ Create and execute major gift fundraising plans that coordinate with the annual fund and alumni programs, and that utilize best practices in major giving including identifying, qualifying, cultivating, soliciting and stewarding major donors.
- ◆ Grow the major gift prospect pipeline and donor base.
- ◆ Draft high quality proposals, appeals, letters, emails, and other fundraising communications to support best practice donor engagement.
- ◆ Recruit and staff volunteer advancement and alumni committees and events in the Seminary when requested.
- ◆ Assist with other advancement and Seminary projects as needed and directed by the President.
- ◆ Serve as an exemplary Seminary advocate in the community, with local and regional leaders, alumni organizations, business and corporate partners, and other leaders and key constituents.
- ◆ Be active and involved in the advancement profession, and actively work to build skills through education and training.

Travel is required: the Senior Director of Development must be willing to be highly external including out-of-area travel up to 33% of the time in his or her work with donors and as a representative of the Seminary. Occasional night and weekend work will be required.

Knowledge, Skills, and Abilities

The successful candidate will display a successful record of advanced annual fund and major gift success. He or she will display significant capability to assess and understand donor needs and communicate the impact of philanthropy on the mission of the Seminary. The Senior Director of Development will have a passion for the mission of SFTS and an enthusiastic, proactive work ethic. A history of leadership and accomplishment in advancement, with a proven track record of fundraising success, especially with strategic and campaign planning/execution with major gift solicitations, is preferred. Evidence of a commitment to team success and positive group dynamics is essential.

The successful candidate will document successful solicitation of considerable annual, major and/or principal gifts and present evidence of building advancement program growth and fundraising performance. Exceptional writing and oral communication and interpersonal skills are essential, as is the ability to affect favorably sophisticated donors, volunteers, students and staff. Proficiency with Microsoft Office and donor management programs (SFTS utilizes Raiser's Edge) is essential.

Education and Experience

A Bachelor's degree in Liberal Arts, Business, Marketing, Public Relations, Communications or similar degrees that foster advancement and relational skills is required. Graduate or terminal degrees are not required, but are preferred. At least five (5) years of advancement experience with progressively responsible major gift fundraising is preferred. Candidates must display a proven track record of soliciting and closing gifts in the five-and six-figure range. The ability to work effectively in a team setting, and with many diverse constituencies in an educational or faith-based environment is preferred.

Inquiries, nominations, and applications may be directed in confidence to: Robert Driver, Executive Director, Gonser Gerber Search, 1776 Legacy Circle Drive, Suite 100, Naperville, IL 60563: rdriver@gonsergerber.com. To apply, please submit a cover letter, résumé or curriculum vitae, and four (4) professional references. References will not be contacted until later in the search process.

San Francisco Theological Seminary is an Equal Opportunity Employer and Title IX Compliant