

## JOB DESCRIPTION

**POSITION:** Development Director  
**DEPARTMENT:** Institutional Advancement (IA)  
**SUPERVISOR:** Vice President for Institutional Advancement  
**FLSA STATUS:** Exempt  
**DATE REVISED:** 5/19/2022

Seminary of the Southwest seeks a collaborative and mission-driven Institutional Advancement team, senior member to help meet the seminary's strategic fundraising goals. The 2021 completion of a record-setting, \$20M capital campaign combined with record growth of the annual fund revenue over the past 3 years has led to expanded donor opportunities for Southwest - and for the right candidate in the role of Development Director.

Work location is on-site at Seminary of the Southwest's campus in Central Austin, but may be flexible with some remote working opportunities where feasible and mutually agreed in advance. A generous benefits package includes health, dental, health savings account, employer-funded retirement savings plan contribution, plus paid time off for personal, federal, and most Christian religious holidays.

### **Overview:**

Reporting to and working in close collaboration with the Vice President, Institutional Advancement, the Director of Development will collaborate in developing significant major donor (\$5,000+) relationships in executing a comprehensive development strategy for the Seminary of the Southwest. This position requires a relationship savvy, attention to detail, team player with experience in a complex community environment and who thrives on concrete goals to assure success. An ideal strong candidate will have interest in building a career in the field of fundraising and have at least 3+ years of experience in a faith community, ideally as clergy and preferably stewarding philanthropic relationships.

### **Essential Functions and Responsibilities**

- The Development Director will serve as a key, senior member of the IA team, collaborating on overall strategy to assess and cultivate individual, institutional and congregational giving prospects to support the mission of the seminary.
- Excellent communication skills to articulate the mission, vision and a powerful case for support, verbally and in writing, are essential.
- This position will personally manage an active portfolio of 80-120 prospective donors.

- Success will require participation in goal setting, strategy development, proposal preparation, direct solicitation and stewardship for donors in the portfolio.
- Results will be measured through consistent recording and reporting of completed activity and related outcomes to meet benchmarks for contacting, cultivating and presenting gift requests to prospective and current donors.
- Success in the position will be reflected in the meeting or exceeding a balanced set of objective goals as annually determined for personally completed donor activity, plus fundraising dollar results - both individually and as a member of the overall IA team.
- The Development Director must effectively work with, communicate with, and collaborate with faculty, academic leaders, and other advancement staff to understand and effectively present funding opportunities.
- The Development Director must maintain appropriate electronic documentation of activity on a timely basis in Raiser's Edge database.
- Preparing timely reports, letters, proposals, or gift agreements as variously indicated following a donor contact are essential.

### **Minimum Qualifications**

- Bachelor's degree or equivalent combination of education and work experience
- A minimum of three years experience in nonprofit fundraising, or related field of work
- Excellent oral and written communication skills; exceptional interpersonal skills. Writing samples and demonstration of oral presentation skills may be required during the interview process.
- Strong organizational skills; ability to multi-task and set priorities
- Ability to work independently and in a team environment, successfully coordinating projects and meeting deadlines
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, and attitudes
- Computer literate with a working knowledge of the Google Suite of applications.
- Occasional (10%) travel, evening and weekend hours
- Possess strong critical thinking skills in addition to good judgment and strong attention to detail
- Must be capable of working with sensitive information with complete confidentiality
- Ability to maintain regular, punctual work attendance, both in office and virtual environments

### **Preferred Qualifications:**

- Working knowledge and experience using Blackbaud Raiser's Edge database
- Knowledge, understanding and appreciation of The Episcopal Church

- Masters in Divinity or related, advanced degree a plus

### **Working Environment**

- Works primarily in a climate controlled, indoor office environment
- Sedentary, sitting, walking, occasional lifting from floor, bending, frequent near vision use, occasional stress
- Infrequent travel in aircraft and automobiles
- Ability to lift up to 20 pounds
- Frequent sitting, standing, stooping, flexing and extending, bending, climbing stairs
- Periodic work-from-home and/or remote while traveling for business as approved or directed by supervisor

### **Miscellaneous**

- Valid driver's license
- Clear criminal background check prior to employment
- Texas resident or willing to relocate
- Availability for occasional evening and weekend hours

### **Benefits/Compensation**

A competitive compensation package will be offered for this position based upon the successful candidate's education, skills, experience, and potential for contribution toward the success of the Seminary of the Southwest.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including the leadership of the Seminary of the Southwest, without prior consent, nor will reference contacts be made until mutual interest has been established.

### **To Apply:**

Send resume and cover letter expressing interest and relevant qualifications to [kaye.warren@ssw.edu](mailto:kaye.warren@ssw.edu)