

PHILLIPS SEMINARY

Director of Advancement

Mission of Position:

Support Phillips Theological Seminary's advancement objectives by sharing organization's interests and benefits, identifying new prospects and donors, cultivation, solicitation, and stewardship.

Essential Functions: (by % of time)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 15% Identify potential donors; manage personal portfolio of new and existing donors through cultivation, solicitation, and stewardship activities; develop and implement donor strategies for each prospect; identify major donor prospects; portfolio goal of 100 donors and/or donor-congregations.
- 50% By travel primarily, develop and solicit gifts from new and existing donors; develop and implement strategies for each donor that include ways to increase donor involvement in the work and mission of Phillips Seminary; provide follow-up and steward as is appropriate; identify vital congregations; develop and implement strategies that nurture a relationship with vital congregations; cultivate relationships with congregations toward participation and major gifts.
- 15% Conduct prospect research and expand the donor base by cultivating relationships with new prospects.
- 10% Support special events by auditing and contributing to major gift invitation lists, seating placement, recognition as needed and stewarding, including thank you notes for assigned donors and prospects.
- 5% Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks.
- 5% Contribute to the Advancement team efforts by accomplishing related tasks as needed.

Competencies:

- Gift experience in solicitations of \$10,000+.
- Strong oral and written communication skills.
- Superior interpersonal skills.
- Effective public speaking skills.
- Ability to establish priorities and work independently as well as with a team.
- Knowledge of planned giving instruments and programs.

- Experience with Microsoft Office products, database management, email, internet, and ability to use technology efficiently and effectively.
- Attention to detail and follow through essential.
- Positive attitude and professional appearance required.
- Must be self-motivated and organized.
- Flexible, non-judgmental, non-prejudicial mentality.
- Knowledge of theological education.
- Ability to maintain confidentiality and privacy required.
- Valid Oklahoma driver's license required and proof of auto liability insurance.

Supervisory Responsibilities:

None

Work Environment:

This job primarily operates in a traveling environment. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

Physical Demands:

Frequently required to sit, stand, stop, lift, reach, kneel and walk. Walking is predominant physical activity throughout the day. Occasionally required to lift/carry items weighing up to 15 lbs. Possibly driving for extended periods and air travel that may be several hours.

Position Type/Expected Hours:

This position is full-time. Regular hours may vary depending on travel schedule. Office hours will be worked out with supervisor. Evening and weekend work may be required.

Travel: Travel across the United States will be required. Overnight trips will be a frequent occurrence.

Required Education and Experience:

- Bachelor's degree, Master's preferred.
- 3 years' experience in professional development/advancement, strategic planning, and prospect/donor caseload management.
- Ordained clergy preferred.
- CFRE designation preferred but not required.