



SEMINARY OF THE
SOUTHWEST

AN EPISCOPAL SEMINARY

POSITION: Director of Major Gifts & Planned Giving
DEPARTMENT: Institutional Advancement
SUPERVISOR: Vice President for Institutional Advancement

Summary

The Seminary of the Southwest seeks an energetic, self-motivated, experienced professional for the Director of Major Gifts & Planned Giving position. This fundraiser will serve as a member of a highly successful and motivated team of development professionals. The successful candidate will have a proven track record in, fundraising, personal solicitations and special events; stewardship.

Duties and Responsibilities

- Work in collaboration with the Vice President and all members of the team to achieve all fundraising goals; assisting with major gifts with the intent of educating, cultivating and growing a major donor base;
- Serve as team lead for the John Hines Legacy Society for planned giving; growing the planned giving donor pool and producing the John Hines Day celebration each October. Work with the Vice President and the Dean to ensure success;
- Work with the Vice President and the Director of Annual Fund & Alumni Relations to strengthen a thriving and successful Annual Fund program that incorporates special outreach efforts including the annual Advent Meditations mailing;
- Work with Vice President and the Director of Annual Fund & Alumni Relations to strengthen a growing alumni relations program that includes the annual Blandy Lectures & Alumni Convocation;
- Serve as team lead for the Monday Connection lecture series that brings public speakers to campus 3-times yearly and is open to the general public. Work with the Monday Connection committee and the Office of the Dean and President to ensure success and increase revenue;
- Work with staff to support the development of a donor cultivation and stewardship program that builds a strong foundation upon which to build the current campaign and future campaigns through thoughtful communication; personal acknowledgment; and stellar donor management;

- Work with staff to plan and execute fundraising events, donor recognition activities, and other special events;
- Work with staff to implement best practices in fundraising; actively participate in building a model program for managing prospective donors and prospects. Seek continuous improvement in the management of our 8000 donors and prospects including streamlining tasks and developing efficiencies;
- Participate in donor and alumni-related events—bi-annual lectures, regional alumni events, etc.
- Interface and maintain positive relationships with donors, alumni, students, faculty and staff;
- Perform other duties as assigned by the Vice President for Institutional Advancement.

Requirements

- Bachelor's degree or equivalent combination of education and work experience
- A minimum of three to five years experience in fundraising, especially cultivation, solicitation and stewardship of donors; CFRE and/or AFP member preferred
- Excellent oral and written communication skills; exceptional interpersonal skills related to developing donor and alumni relationships; writing samples are required showing experience in grant writing and donor correspondence
- Strong organizational skills; ability to multi-task and set priorities
- Ability to work independently and in a team environment
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages
- Computer literate with a solid knowledge of word processing, spreadsheets, and knowledge and experience with donor management software; Raiser's Edge experience highly preferred
- Social media knowledge, experience and understanding is highly desirable
- Knowledge, understanding and appreciation of the Episcopal Church
- Evening and weekend hours as needed and willingness to travel periodically statewide and nationally

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. The position offers attractive benefits/vacation package and excellent working environment.

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 for this position, please email a cover letter, résumé, and a list of three references to:

Tara Elgin Holley
Vice President for Institutional Advancement
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