



**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 (with emphasis on solicitations) and experience in planned giving.

### Duties and Responsibilities

- Work in collaboration with the Vice President and all members of the team to achieve fundraising goals; lead the major gift efforts with the intent of educating, cultivating, soliciting, and growing a major donor base; moving donors through the donor continuum;
- Work with staff to support the development of a donor cultivation and stewardship program that builds a strong foundation upon which to build the future campaign through thoughtful communication; personal acknowledgment; and stellar donor management;
- Serve as team lead for the John Hines Legacy Society for planned giving; growing the planned giving donor pool through face to face cultivation meetings, mailings, and various methods; assist with strategy and execution of successful John Hines Day celebration each October;
- Collaborate with the Vice President and the Director of Annual Fund & Alumni Relations to strengthen Annual Fund;
- Work as a team 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 8,000 donors and prospects;
- 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
- 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 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
- Knowledge, understanding, and appreciation of the Episcopal Church
- Evening and weekend hours as needed and willingness to travel consistently statewide and nationally
- Experience with planned giving software (e.g. Crescendo, Stelter) to prepare illustrations for donors is a preference

## 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:

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Seminary of the Southwest  
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