



## **Director of Advancement Services**

### **Summary**

Plans, designs and directs advancement services, including development research, information services, donor and alumni records, reporting and analysis, and stewardship departments with the goal of maximizing and maintaining donations to fund seminary operations and endowment. Plans, designs and directs dynamic marketing and recruitment activities with the goal of increasing seminary degree-plan-student enrollment and retention. Provides leadership of staff and administration of resources.

### **Job Duties**

The Advancement department at Grace School of Theology integrates development/fundraising, alumni relations, marketing and seminary communications. Development includes major gifts, annual giving, planned giving, corporate and foundation relations as well as donor cultivation and stewardship. Marketing and seminary communication is organized for strategic communication and includes internal and external communication, public relations, media relations, publications, print purchasing, news service, design, photo/video and advertising.

### **Job Requirements**

#### **Minimum**

- Demonstrated maturity as a believer and follower of Jesus Christ
- Bachelor's degree
- Four years progressively responsible experience in development/fundraising field
- Four years progressively responsible experience in marketing (may be concurrent with development/fundraising experience)
- Superior communication skills including ability to write and speak persuasively about the institution and its vision and theology
- Demonstrated leadership ability and experience supervising staff
- High user-level proficiency with computers, electronic communications, and information technology

## Preferred

- Advanced degree
- Demonstrated success in activities to coordinate, attract, and close major gift funding support, including face-to-face solicitation of major gifts
- Higher education experience in advancement, development, fundraising, and/or marketing
- Familiarity with alumni/donor database applications
- Experience working with a non-profit foundation

**Position Reports to:** VP of Advancement & Marketing; and Executive Vice President

**Starting Date:** As soon as possible.

**Conditions of Appointment:** Position is a full time appointment. Official transcripts of the highest degree achieved will be required of finalist(s). Applicants must be legally authorized to work in the United States.

**Salary:** Competitive salary commensurate with qualifications and experience. The seminary provides an excellent benefits package.

## To Apply, submit the following:

- Letter of application that specifically addresses qualifications for the essential job functions listed above
- Current resume
- Unofficial transcripts of highest degree achieved
- Contact information for three employment references
- Recent compensation history, your expectations for compensation, and your earliest date of availability
- Essay about your faith and theology, in one page or less, including your candid views on our doctrinal statement available at our website
- Names, addresses, emails, and phone numbers for three spiritual references as follows: pastor, mentor, and any other spiritual brother or sister who knows you well and is not a biological relative
- All of this information must be provided in one email.

Submit application materials to:

Diana Smith  
Registrar & Administrative Support Coordinator  
Grace School of Theology  
Email: [dsmith@gsot.org](mailto:dsmith@gsot.org)  
(877) 476-8674

**Application Deadline:** Review of candidates will begin March 15, 2010. For optimal consideration materials should be submitted no later than March 12, 2010. Files must be complete to be considered.