

Director of Theological School Advancement

A senior member of the Office of University Advancement, the Director of Theological School Advancement is responsible for planning, managing, executing, and assessing all aspects of Drew Theological School's fund-raising and constituent relations activities.

Scope of Responsibilities:

- Work closely with the Theological School administration (especially the Dean) in determining institutional priorities and fundraising strategies.
- Design, plan, and coordinate activities and communications that will engage alumni/ae and friends of the Theological School and foster their financial support of Drew.
- Identify, and cultivate stronger, deeper relationships not just with individual alumni and friends, but also with churches, organizations, foundations, and other potential revenue sources.
- Manage a portfolio of 75 to 100 individual donors and prospects, building relationships and soliciting major gifts (\$10,000+) in support of the Theological School.
- Manage the Theological School's key volunteer leaders, including members of the Theological School Alumni Association and the Theological School Advisory Board.
- Design themes and messaging for Theological School alumni/ae communications and collaborate with the Director of Alumni Giving in crafting annual fund appeals to Theological School alumni/ae and friends.
- Design, in collaboration with the Director of Planned Giving, planned giving appeals and communications that target the Theological School's core constituencies.
- In collaboration with the Office of Corporate, Foundation & Government Relations, write and submit grant proposals to private foundations, government agencies, and other grant-making organizations that advance the priorities of the Theological School.

Qualifications:

- Bachelor's degree is required; advanced degree preferred.
- At least five years of progressive experience in the Advancement field, preferably within a higher education or theological school context, with demonstrated success in major gifts annual giving, and/or alumni relations.
- Knowledge of Windows operating platform and Microsoft Office programs is required. Knowledge of The Raiser's Edge is preferred.
- Familiarity with mainline, progressive theological education is highly desirable.
- Must possess effective organizational and project management skills, strong oral and written communication skills, and excellent interpersonal skills to work within a team-oriented organization.
- Must have the proven ability to motivate and manage volunteers, as well as the skills to establish priorities, set objectives, and achieve stated goals.

- Requires the ability to organize and work on multiple projects concurrently.
- The position requires evening and weekend commitments and the ability to travel.

Application review will begin immediately and continue until the position is filled. This position is subject to a background check.

Please submit letter of interest and résumé, via e-mail ONLY, to Linda DeTitta, Associate Director for Foundation and Government Relations, at HR1014-3@drew.edu.

Drew University is an Affirmative Action, Equal Opportunity Employer. Traditionally underrepresented minorities are especially encouraged to apply.

In accordance with Department of Homeland Security regulations, successful candidate must be authorized to work in the United States.