

# Director of Development

Northern Seminary seeks applications for the position of Director of Development. This is a full-time, professional exempt position reporting directly to the Chief of Institutional Advancement. The Director of Development is primarily responsible for the development and implementation of the annual development and fundraising strategies of the seminary. He or she also works with the day-to-day follow up with prospective and current donors and travels as necessary. In addition, the Director works within the Office of Institutional Advancement to fulfill the duties of that office.

This person must be able to assume responsibility without direct supervision; exercise initiative, judgment, and discretion; have excellent computing and accounting skills, and make decisions within the scope of assigned authority and possess a strong Christian commitment and values.

## **Job Duties:**

- In coordination with the Chief of IA, write and implement the annual fundraising plan including alumni participation and giving, annual fund giving, planning giving, foundation giving, church giving, project-oriented giving, and special events. This will include all written, personal, and event-oriented appeals
- Work with the President, Chief of IA, and others as necessary to ensure the proper management of their respective portfolio of givers
- Travel to visit current and prospective givers
- Implement all annual appeals (print, email, events)
- Provide strategies for cultivating relationships with and soliciting gifts from major givers (including major gift proposals, relationship plans, and follow up processes)
- Expand the number of annual givers
- In coordination with the Chief of IA, develop, implement, and maintain a monthly giving program
- In coordination with the Chief of IA, develop, implement, and maintain a student support scholarship program
- Monitor giving trends, create standard reports that will be used by the cabinet and offer recommendations for actions based on the data
- Achieve stated giving, retention, and activity goals for each year
- In coordination with the Chief of IA, develop, implement, and maintain a planned giving program
- Monitor lapsed givers and create strategies for approaching them with opportunities to give
- In partnership with the Chief of IA to identify, develop, and implement strategic opportunities to advance the seminary's mission and vision including the development and management of capital campaigns
- Participate in the social media functions of the seminary by interacting with alumni or other constituents on FB and Twitter (in-line with integrated institutional advancement plan)
- Make calls to donors, alumni and churches in an effort to build and maintain relationships with Northern's constituency.
- Advance the mission and vision of Northern Seminary by representing the Seminary at events, programs, and locations both locally and regionally including but not limited to: churches, area and regional conferences, colleges and universities.

- Perform other duties as assigned by the Chief of IA including adjustments in the job description as needed by changes in the department.

**Job Specification:**

- Bachelor's degree
- Experience with fundraising and developing fundraising strategies
- Experience in an office setting and in sales, marketing, public relations, or related field
- Must have the ability to manage multiple tasks efficiently
- Must have positive attitude and ability to work well with all levels of personnel

**Equal Opportunity Employer/Statement of Faith:**

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates that are dedicated followers of Christ and have a sincere desire to be an integral part of the mission of the Seminary.

Applicants should email a cover letter and resume to Christie Linsner at [clinsner@seminary.edu](mailto:clinsner@seminary.edu). Please see our website for additional information about the Seminary at [www.seminary.edu](http://www.seminary.edu).