

International Theological Seminary (ITS)

JOB DESCRIPTION

You want to change the world? International Theological Seminary works with global leaders to provide them a graduate level education so that they can return to their communities and bring transformation. If you want to be a part of this exciting mission, please consider the position below.

TITLE: Vice President, Advancement

FULL-TIME POSITION: Exempt

ITS MISSION:

The mission of ITS is to equip and train in the Reformed tradition teachers, community leaders, and pastors who transform local communities into vibrant places of worship, mission, and justice.

POSITION PURPOSE:

To build and manage a strong, comprehensive Advancement program that helps sustain and expand the ministry of International Theological Seminary (ITS).

POSITION RELATIONSHIPS:

Reports to the President; works closely with the Communications Coordinator. Serves as liaison to the Advancement Committee of the Board of Directors.

PRINCIPAL RESPONSIBILITIES:

1. Under the direction of the President, provide strategic direction for all Advancement efforts. Oversee all Advancement activities including donor appeals, special events, campaigns, major gifts, planned giving, and grant proposals.
2. Plan and direct the long and short range planning process to ensure that donors at all levels are provided opportunities to give; donor giving is renewed; and new donors are acquired.
3. Work with the President and VP of Operations & Finance to establish annual fund raising revenue projections, as well as develop and implement annual work plans to achieve established goals. Develop requisite annual budgets to carry out work plans.

4. In collaboration with ITS staff, develop and implement a strategy to expand local church and individual support, seeking ways to deepen the relationship between ITS and church Missions Committees and congregations.
5. Build and steward personal relationships with donors and provide them with meaningful opportunities to contribute to the ministry. Seek out individualized ways to further engage them in the ministry of ITS.
6. Collaborate with the President and Communications Coordinator to ensure consistent messaging on vision, impact, and donor partnership opportunities through *Connections* newsletter, Eblasts and other donor marketing materials. Write and produce donor collateral pieces.
7. Staff Board Advancement Committees and work closely with the Board of Directors. Equip and coach volunteers to serve as effective ambassadors for ITS who help open doors to new donors and partners in cultivating, soliciting and stewarding donor relationships.
8. Develop and oversee ongoing donor recognition strategies and practices.
9. Oversee Donor Perfect gift entry, timely donor acknowledgment and reporting.
10. Performs other duties as assigned.

QUALIFICATIONS

- Commitment to the ministry of ITS. Must desire to serve in a faith-based organization dedicated to missions work.
- Must have experience working with church boards and governing bodies.
- Must have appreciation for the value of cross-cultural partnerships.
- Bachelor's Degree required, preferably in marketing, communications or related field.
- 5 years broad Development experience, including a track record with cultivating, securing, and stewarding major gifts.
- Outstanding interpersonal and communication skills.
- Excellent writing and proofreading skills.
- Self-starter and able to work independently with minimal supervision.
- Willingness to work occasional evening meetings and frequent weekend church events.
- Strong organizational skills and ability to manage several projects simultaneously, with attention to deadlines.
- Must be able to work well with volunteers – recruiting, training, equipping, motivating and recognizing them.

- Able to maintain confidentiality and demonstrate a high degree of professionalism and integrity.
- Proficiency with Microsoft Word, PowerPoint, Excel and Publisher.
- Experience with Donor Perfect or similar donor database.
- Valid driver's license and insurance required. Willing to commute to various locations.

PHYSICAL REQUIREMENTS:

This position involves sitting, standing, walking and computer work. The employee must frequently lift and/or move a minimum of 20 pounds. Specific vision abilities required for this job include color vision.

I have read and understand this job description.

INITIAL: Employee _____ **Supervisor** _____

DATE: _____