

Job Announcement: Vice President, Advancement

International Theological Seminary (ITS) has an exciting opportunity for a missions-minded Development professional to develop its Advancement office. Under the direction of the President, this qualified individual will develop and manage all aspects of the Advancement program, cultivate and steward major donors, and work with a strong, dedicated Board and local church community. Requirements: Commitment to faith-based mission, Bachelor's degree, 5 years broad Development experience with proven track record securing and stewarding major gifts, excellent writing and interpersonal skills. Annual Salary Range: \$60,000. Part-time role. Hybrid flexibility. Retirement benefits. See full job description for more details. To apply, send cover letter and resume to: jobs@itsla.edu.



INTERNATIONAL THEOLOGICAL SEMINARY
540 East Vine Avenue, West Covina, CA 91790 USA | Tel 626.653.9547 | www.itsla.edu

JOB DESCRIPTION

TITLE: VICE PRESIDENT OF ADVANCEMENT

PART-TIME POSITION: EXEMPT

REPORTS TO: THE PRESIDENT

ITS MISSION:

Want to change the world? International Theological Seminary works with leaders and teachers from around the world, providing them with graduate-level theological education in the Reformed tradition and preparing them to transform their local communities into vibrant places of worship, mission, and justice.

POSITION PURPOSE: Build and manage a robust, comprehensive Advancement program to sustain and expand the International Theological Seminary's mission.

POSITION RELATIONSHIPS: Works closely with the Communications Director and the VP of Operations & Finances and serves as the liaison to the Advancement Committee of the Board of Directors.

PRINCIPAL RESPONSIBILITIES:

1. Planning fundraising events, interacting with current and former donors to encourage ongoing contributions, and seeking out opportunities for financial support through grants.
2. Provide strategic direction for all Advancement efforts and oversee all Advancement activities, including donor appeals, special events, campaigns, major gifts, planned giving, and grant proposals.
3. Plan and direct the long and short-range planning process to ensure that donors at all levels are a) provided opportunities to give, b) current donors giving is renewed, and c) new donors are acquired.
4. Work with the President and VP of Operations & Finance to establish annual fundraising revenue projections and develop and implement annual work plans to achieve established goals. Develop requisite annual budgets to carry out work plans.

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

QUALIFICATIONS

- Commitment to the mission of ITS and a desire to serve in a faith-based organization dedicated to mission work.
- Event planning capabilities are a must.
- Experience working with church boards and governing bodies preferred.
- Appreciate the value of cross-cultural partnerships.
- Bachelor's degree, preferably in marketing, communications, or a related field.
- Five years of broad development experience, including a track record of cultivating, securing, and stewarding major gifts.
- Outstanding interpersonal and communication skills.
- Excellent written and editing skills.
- Self-starter and able to work independently with minimal supervision.
- Willingness to work occasional evening meetings and weekend church events.
- Strong organizational skills and ability to manage several projects simultaneously, with attention to deadlines.

- Must work well with volunteers – recruiting, training, equipping, motivating, and recognizing them.
- 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 and willingness to commute to various locations required.

Physical requirements: This position involves sitting, standing, walking, and computer work. The employee must frequently lift or move at least 20 pounds. Specific vision abilities required for this job include color vision.

Have read and understand this job description.

INITIAL: Employee _____

Supervisor _____

Date: _____