

Northern Seminary
Position Description
Title: Director of Annual Giving
Department: Advancement
FLSA Status: Full Time
Reports to: President

SUMMARY

The Director of Development will be responsible to lead the fund development program. This will include: assisting the President in engaging with major donors; managing a portfolio of up to 200 donors; regularly engaging donors, churches, foundations, and supporters; and drafting and executing the annual development plan. The position reports to the President.

EDUCATION

The requirements listed below are representative of the knowledge, skill, and ability required for success.

- Commitment to the mission, values and faith statement of Northern Seminary
- Bachelor's degree (B. A.) from four-year college or university, Master's preferred

KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience in fundraising and networking
- Evidence of achieving and exceeding annual goals

CORE VALUES

The director will demonstrate proficiency in these values.

International, Interracial, Intercultural and Mutual

We are strongest when we reflect the breadth of Christ's church through intentional efforts to be agents of reconciliation and people who affirm the equal calling of women and men to lead the church and engage the world. Our graduates, faculty and staff demonstrate God's love around the world and across lines of culture, race and gender.

Pastoral/Missional Mindset

The Gospel is best proclaimed and shared by equipped church leaders who are committed to mission, prayer, faith, compassion.

Servant Leaders

We best serve our students and their churches when we are resourceful, strategic and capable, relying on integrity to guide all interactions.

Teachable

We long to be in relationship with God and his world as we pursue His wisdom and study His Word.

CORE COMPETENCIES

- **Agreement.** Complies with the Seminary Faith and Community Standard statements.
- **Interpersonal Relationships.** Promotes harmony and cooperation within working relationships; receives and makes assignments well; effectively addresses and resolves conflicts with others
- **Initiative and Self-Reliance.** Takes action without direction; uses sound judgment in decision making; looks for new and better ways to accomplish goals. Works independently.
- **Resourcefulness.** Able to develop contacts, leads, and maintain records accordingly.
- **Trust and Integrity.** Is widely trusted; seen as direct and truthful; keeps confidences; admits mistakes; adheres to an appropriate and effective set of core values; practices what he or she preaches
- **Compliance.** Complies with all federal guidelines related to FERPA and Higher Education
- **Communication.** Excellent written and oral communication skills
- **Technology.** Technologically fluent and able to use Raiser's Edge or similar database
- **Teamwork.** Comfortable working in a team environment

DUTIES AND RESPONSIBILITIES

Serves as staff liaison to Advancement Committee of the trustee board, provides report as requested

Works closely with the President, Director of Special Projects, Special Assistant to the President, Executive Assistant to the President, Contract Grant Writer

Supervises the advancement assistant

A. Case/Messaging

- Manage the donor communication strategy
- Review and update the case statement
- Prepares semi-annual direct mail and email pieces for annual fund
- Leads matching gift efforts for annual fund and/or special emphases

B. Prospects and Strategies

- Carries a donor portfolio of up to 200 mid-level prospects
- Qualifies leads for President, Seminary Now, and Grow Center, moves to appropriate person for follow up
- Follows up on leads from the Grow Center, Seminary Now, and Northern Seminary contacts
- Develops new leads and prospects through networking and CRM
- Prepares and manages strategies for high priority prospects
- Routinely meets 3-5 donors and/or churches each week.
- Routinely engages 10-12 donors and/or churches with significant contact weekly
- Plan annual giving contact and follow up process
- Plans and coordinates annual Founders Day lunch
- Assists with annual Urban Leadership Symposium and TOV for Women Conference

C. Planning and Reporting

- Prepares and manages the annual development plan
- Records weekly, monthly, and annual data
- Prepares reports for staff and trustees

D. Other Expectations

- Upholds the highest level of professionalism and confidentiality
- Effectively coordinates activities with other departments
- Handles multiple projects simultaneously
- Demonstrates the ability to communicate effectively
- Works collaboratively in a team environment
- Other duties as assigned.
- Attend on Northern's behalf meetings including but not limited to American Baptist Churches USA Meetings, Cooperative Baptist Fellowship, and other gatherings as assigned

E. Strategic Plan Implementation

- Participate in achieving annual fund goals for the seminary.

Working Conditions

Staff meetings are monthly.

Must be available on weekends to engage with donors as scheduled.

Must be able to travel outside of Chicagoland via plane in order to engage with donors

- Office environment – ability to work in a fast-paced, innovative culture. This role functions best remotely.
- Use of computer – must be able to use computer and interface with technology at a desk and via mobile technology.
- Must be able to lift more than 35 pounds and set up a “convention style” booth.
- Must provide own form of transportation

Equal Opportunity Employer/Statement of Faith:

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates who are dedicated followers of Christ, have a sincere desire to be an integral part of the mission of the Seminary, and demonstrated commitment to Northern's statement of faith and standard of conduct.

Applicants should email a cover letter and resume, describing the candidate's experience as relevant to the position. Applications will be reviewed on a rolling basis and will continue until the position is filled.

Northern Seminary
c/o Amy DiSanto
president@seminary.edu
410 Warrenville Road, Suite 300
Lisle, IL 60532
Phone: 630-620-2101