Director of Development

In early 2011, with the assistance of the Auburn Center for the Study of Theological Education and the support of the Good Samaritan Foundation and the Luce Foundation, Bexley Hall in Columbus and Seabury Western Theological Seminary in Chicago formed an interim joint partnership agreement that will extend through June 2012 while a permanent partnership agreement is finalized. As part of our interim agreement, Robert Bottoms will become interim president of both schools on July 1, 2011, and our boards will meet jointly beginning in the fall of 2011. Seabury and Bexley are currently in the process of combining development programs, and we seek a director of development to lead that work. This person will be based in Chicago and will be an employee of Seabury Western Theological Seminary.

The development director will be responsible, in coordination with Seabury's Chief Operating Officer, for developing and implementing the development strategy for Bexley and Seabury. Reporting to the COO, the development director will be responsible for achieving the seminary's fundraising goals by leveraging key partners and donors within and outside the organizations, engaging sponsors, and positioning the president and the COO to be effective in major gift work.

Responsibilities:

- Create and implement annual development plan and strategy
- Lead and manage the development efforts, together with the COO, to meet budget revenue targets
- Develop and grow our individual donor base; manage annual giving campaign; cultivate major gifts, support the major gift officers (president/COO)
- Identify, research and cultivate individual donor and foundation prospects
- Research and write grant proposals and reports
- Train and lead staff in supporting fundraising and marketing efforts
- Coordinate with communications and program personnel to enhance recruitment among prospective donors in courses and programs
- Oversee cultivation and development events, working with event planner and program staff
- Supervise the database manager and develop the capacity and processes of the department
- Develop planned giving program

Education:

- Bachelor's degree and/or equivalent prior experience.

Qualifications:

- Proven management and leadership capabilities in a team setting
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and thorough understanding of strategic development
- Demonstrated ability to prospect, cultivate, and manage new relationships

- Strong partnership-building and event planning skills
- Understanding of and familiarity with the Episcopal Church a plus
- Thorough understanding of all components of a diversified funding base, willingness to travel
- Excellent computer skills; knowledge of data base and fundraising software programs; familiarity with social media