

Wartburg Theological Seminary

Position Description

Date completed: 3-Mar-14

Date of revision: 6/25/2018

Title: Director for Development

Department: Development

Classification: Exempt

Position Status: Regular Full Time

Supervisor: Vice President for Development

Position Summary:

The Director for Development is called to support the mission of Wartburg Theological Seminary through the efficient and effective management of the Development Office. This position leads a dedicated team through an impactful annual giving program, coordinates alumni relations, and supervises other development staff. The Director for Development provides key leadership for stewarding generous donors through the management of the constituent database, monitoring gift processing, timely reporting, and other donor relations functions.

Primary Responsibilities

- Lead strategy for Annual campaign
- Management of Development Office and operations
- Operational leadership of multi-year campaign

Secondary Responsibilities

- Staff Supervision of hourly and student workers
- Lead strategy for Alumni engagement
- Event Support

Supporting Activities:

- Effectively strategize, manage, evaluate, and implement all aspects of solicitation for the Wartburg Annual Fund including direct mail, electronic, and phone-athon solicitation of alumni, friends, faculty, staff, congregations, businesses and foundations. This includes collaboration and planning with other Development staff as well as writing, coordination of graphic design, printing, and other on-campus and off-campus partners.
- Develop and produce lists and management reports to enhance tracking and reporting of gifts, appeals, solicitations, as well as annual, campaign and planned giving goals.
- Foster the growth of best practices in the supporting areas of gift processing, data management, donor relations, stewardship and prospect research; and assure accuracy, validity, timeliness of related processes and procedures.
- Coordinate and facilitate multi-year campaign processes including reporting, analysis, marketing, and interaction with the campaign consultants.
- Support Gift Officers through prospect identification, cultivation, solicitation, and stewardship, and assist with efficient, effective tracking systems of their cultivation and solicitations.
- Analyze results to determine effectiveness of fundraising programs and make recommendations for new strategies to increase participation in giving to the Wartburg Seminary Fund.
- Coordinate the alumni reunion and alumni solicitation to maintain high levels of alumni giving participation and increasing engagement with the seminary's mission.
- Manage all office operations including phones, supplies, filing, scheduling, vendor relationships and contracts that work directly with the development process. Chair weekly staff meetings, coordinate information between team members, travel schedules, expense reports, budget monitoring and support.

Qualifications:

- Bachelor's Degree in business, communication, or other related field; or equivalent experience.
- Demonstrated organizational, analytical, managerial, and communication skills.
- Excellent skills for written and oral communication.
- 5 years in development, communication or similar work experience. Database experience is preferred.
- Collaborative and works well in a team environment.
- Willingness and ability to work some nights and weekends as required.
- Ability to think creatively and to respond proactively to challenges.

Work Requirements:

While performing the duties of this job, the employee is regularly required to talk, hear, see and move around. Arms, hands and fingers will be needed to handle and reach. Extensive sitting is required. Employee will occasionally need to lift boxes or materials up to 10 pounds.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.