

Wartburg Theological Seminary

Position Description

Title: Development Manager

Department: Development

Classification & Position Status: Exempt Regular Full-Time

Benefits: Health insurance, pension and vacation, sick, holiday pay

Supervisor: Vice President for Development

Position Summary:

The Development Manager is called to support the mission of Wartburg Theological Seminary through the efficient and effective management of the Development Office. This position serves as the hub for a dedicated team, providing direct support for the Vice President and Gift Officers through the management of the constituent database, monitoring gift processing, timely reporting, and other donor relations functions. The Development Manager also coordinates alumni relations and supervises other development staff.

Primary Responsibilities:

- Management of Development Office and operations
- Administrative support for the Vice President and Development Officers
- Provide direct donor support for online, automated, and phone donations

Secondary Responsibilities:

- Lead strategy for Alumni engagement and communication
- Event planning and support

Supporting Activities:

- Manage all office operations including phones, supplies, filing, scheduling, vendor relationships and contracts that work directly with the development process.
- Work directly with the Director of Communications to facilitate appeals, mailing lists, and track responses.

- Provide excellent constituent support through responding to emails and phone call, facilitating the automated giving program and phone gifts.
- Coordinate communication between team members including work and travel schedules, expense reports, budget monitoring and support.
- Provide general office support for the Vice President, the gift officers along with the remote and deployed development staff.
- Develop management reports to enhance tracking 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.
- 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 Annual Fund.
- Plan and coordinate the annual alumni reunion and President's Dinner and other events as scheduled.
- Manage alumni solicitation to maintain high levels of alumni giving participation and increasing engagement with the seminary's mission.

Supervisory Responsibilities:

- Supervision of hourly and student workers

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 database, communication, or similar work experience. Fund raising 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 Environment:

This position routinely interacts with the other Development team members, alumni, faculty, students and other staff persons. This position operates in a professional office environment and uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical and Mental Demands:

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. Employee will occasionally need to lift boxes or materials up to 10 pounds. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

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.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.