

Wartburg Theological Seminary

Position Description

Title: Vice President for Development

Classification: Exempt

Position Status: Regular Full-Time

Benefits: Health, 403(b), vacation, sick and holiday pay

Supervisor: President

Position Summary:

The Vice President for Development leads Wartburg Theological Seminary's advancement efforts, securing both financial and volunteer support for the Seminary's mission. This position carries a high level major gift portfolio, supports the President's advancement work, engages with leadership volunteers, manages the work of program staff and field fundraisers, and ensures the successful implementation of a comprehensive and strategic development program. The Vice President leads the Development department, is a member of the President's Cabinet, and works closely with the Board of Directors and the Wartburg Seminary Foundation Trustees. The position is based in Dubuque and requires extensive travel.

Major Responsibilities/Activities:

- Lead all advancement functions including annual giving, major gifts, planned giving, foundation giving, alumni relations, and donor relations.
- Support the President's advancement work, including developing a presidential donor and prospect portfolio, collaborating on relationship strategies, advising and coaching the President on development matters, and participating in the President's external relationships.
- Manage a portfolio of significant major gift prospects and donors, demonstrating regular successful movement of relationships from qualification through cultivation to solicitation and stewardship.
- Establish and monitor performance measures for self, Development staff members, and the program overall.
- Participate in the ongoing collaborative planning, coordinating, and oversight work of the President's Cabinet.
- Assume other responsibilities as appropriate or as assigned by the President.

Supervisory Responsibilities:

- The Vice President for Development supervises the development staff

Qualifications:

Education, Experience and Skills:

- Seven to ten years of professional experience in fundraising, volunteer engagement, and staff management, preferably in an educational setting, preferred.
- Demonstrated track record of success in closing major outright and planned gifts from individuals.
- Experience with staffing the development activities of senior academic and administrative leaders.
- Experience working with governing boards and other senior volunteer leaders.
- Demonstrated success in leading and managing staff.
- Ability to work effectively and collegially on an executive leadership team.
- Familiarity with using a fundraising database system as a tool for program performance and productivity.
- Baccalaureate degree, with advanced degree or training preferred.
- Willingness and ability to travel.
- Excellent oral and written communication skills.
- Impeccable integrity and judgment.
- Comfort working in a community of faith, with membership in the ELCA preferred.
- Ability to work well with people from varied backgrounds and experiences.
- Knowledge of, appreciation for, and dedication to the mission of Wartburg Seminary.

Work Environment:

This position has frequent interaction with donors, faculty, staff and other Wartburg constituents. This position operates in a professional office environment with limited face-to-face supervision. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Position is salaried with extensive travel required and frequent evening and weekend work necessary. Position is Dubuque-based.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. 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 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.