

The Southern Baptist Theological Seminary

Position Description

Position Title: Associate Director of Development and Local Gifts

Department: Institutional Advancement

Position Code: E0301

Date Prepared: 2/6/2019

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

POSITION SUMMARY:

This position is responsible for establishing and nurturing donor relationships on behalf of Southern Seminary in the Kentuckiana region. The incumbent will primarily be responsible for representing Southern to local donors and prospects with the objective of building lasting sources of financial support for the institution. In so doing, he/she will be expected to collaborate with internal and external constituents in a variety of SBTS development initiatives including event planning, event execution, and post-event follow-up. In short, this is a position that requires the cultivation of Christian relationships with friends of Southern Seminary who wish to contribute to the financial requirements that come with Christian higher education.

ESSENTIAL FUNCTIONS:

The incumbent will be required to fulfill of the following essential functions:

- Partner with SBTS faculty and staff as well as Southern Seminary Foundation Directors and Associates, to develop lasting donor relationships.
- Cultivate existing donor relationships for the purpose of building sustained annual giving to the Southern Fund.
- Locate and identify prospective donors through effective and respectful networking initiatives.
- Encourage past donors to re-engage in supporting Southern's annual fund.
- Follow-up with donor leads generated by various events and fund-raising campaigns.
- Utilize a variety of direct solicitation methods including telephone, email, and social media to strategically develop and cultivate donor relationships.
- Coordinate a steady schedule of personal meetings with current and prospective donors for the purpose of sharing the SBTS narrative and appealing for Southern Fund donations.
- Represent Southern Seminary during major life events of our donor base (i.e. hospitalizations, weddings, funerals, new children, etc.) where welcomed and appropriate.
- Participate in various denominational events (i.e. SBC and state conventions, conferences, etc.), representing Southern Seminary.

- Support the Advancement office in a variety of events including: Alumni Academies and SBTS partnership conferences (i.e. T4G, TGC, Ligonier, etc.).
- Travel out of town to various donor and alumni events, and appropriate professional development seminars (as necessary and approved).
- Possess strong, professional interpersonal skills with the proven ability to speak in large group settings to internal and external constituents.
- Proven track record of effective time management and self-motivation.
- Performs other duties as may be assigned by supervisor.

Successful incumbents in this position must understand that they are always representing the Gospel, the administration and faculty, and the student body and alumni of Southern Seminary. Therefore, the incumbent must maintain a high level of Christian integrity in all employment practices and relationships with a mind for always being “above reproach.”

EDUCATION:

The person in this position must have a Bachelor’s degree. A Master’s degree in Theological Studies is strongly preferred as this position will be representing a Christian higher-education institution to the donor base.

EXPERIENCE:

The person in this in position will have 0-3 years’ experience in a non-profit and/or higher education institutional advancement setting.

SUPERVISION:

The person in this position will have no supervisory responsibilities and will report to the Vice President of Institutional Advancement.

WORK ENVIRONMENT:

The person in this position will work in a typical office environment with extensive out-of-office responsibilities and extensive local travel and occasional national travel.

EQUIPMENT:

The person in this position will use the following equipment: computer, printer, copy machine, fax machine.