Director of Theological School Advancement

A senior member of the Office of University Advancement, the Director of Theological School Advancement is responsible for planning, managing, executing, and assessing all aspects of Drew Theological School’s fund-raising and constituent relations activities.

Scope of Responsibilities:

- Work closely with the Theological School administration (especially the Dean) in determining institutional priorities and fundraising strategies.
- Design, plan, and coordinate activities and communications that will engage alumni/ae and friends of the Theological School and foster their financial support of Drew.
- Identify, and cultivate stronger, deeper relationships not just with individual alumni and friends, but also with churches, organizations, foundations, and other potential revenue sources.
- Manage a portfolio of 75 to 100 individual donors and prospects, building relationships and soliciting major gifts ($10,000+) in support of the Theological School.
- Manage the Theological School’s key volunteer leaders, including members of the Theological School Alumni Association and the Theological School Advisory Board.
- Design themes and messaging for Theological School alumni/ae communications and collaborate with the Director of Alumni Giving in crafting annual fund appeals to Theological School alumni/ae and friends.
- Design, in collaboration with the Director of Planned Giving, planned giving appeals and communications that target the Theological School’s core constituencies.
- In collaboration with the Office of Corporate, Foundation & Government Relations, write and submit grant proposals to private foundations, government agencies, and other grant-making organizations that advance the priorities of the Theological School.

Qualifications:

- Bachelor’s degree is required; advanced degree preferred.
- At least five years of progressive experience in the Advancement field, preferably within a higher education or theological school context, with demonstrated success in major gifts annual giving, and/or alumni relations.
- Knowledge of Windows operating platform and Microsoft Office programs is required. Knowledge of The Raiser’s Edge is preferred.
- Familiarity with mainline, progressive theological education is highly desirable.
- Must possess effective organizational and project management skills, strong oral and written communication skills, and excellent interpersonal skills to work within a team-oriented organization.
- Must have the proven ability to motivate and manage volunteers, as well as the skills to establish priorities, set objectives, and achieve stated goals.
- Requires the ability to organize and work on multiple projects concurrently.
- The position requires evening and weekend commitments and the ability to travel.

Application review will begin immediately and continue until the position is filled. This position is subject to a background check.

**Please submit letter of interest and résumé, via e-mail ONLY, to Linda DeTitta, Associate Director for Foundation and Government Relations, at HR1014-3@drew.edu.**

*Drew University is an Affirmative Action, Equal Opportunity Employer. Traditionally underrepresented minorities are especially encouraged to apply.*

*In accordance with Department of Homeland Security regulations, successful candidate must be authorized to work in the United States.*