

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: Director of Development, Southeast
Reports to: Assistant Vice President of Development
Location: Charlotte Campus
Status: Full-time (37.5 hours per week)

Overview

Gordon Conwell is a multidenominational, Protestant graduate school, unique with its broad array of over 2,100 students and 200 faculty and staff from 98 denominations and 64 countries. We offer a residential model of education at South Hamilton, MA (our main campus); an urban context offering classes in five languages in Boston, MA; adult educational models in both our Charlotte, NC campus and our offerings in Jacksonville, FL; in addition to online and cohort models involving students from around the world.

Our mission is to prepare men and women for ministry at home and abroad. Rooted in the gospel and God's Word, the seminary seeks to develop Christian leaders who are thoughtful, globally aware, spiritually mature, and ready for a broad array of ministries. While being historically orthodox and evangelical, we seek to address the issues of our times with both relevance to the culture and faithfulness to Christ and God's truthful Word

The Department of Advancement consists of 10 professionals who provide alumni and donors the opportunity to partner with the seminary in equipping students for ministry through its education. The primary form of partnership is through annual gifts to the Gordon-Conwell Scholarship Fund. This vital support allows the seminary to fund the scholarships and tuition discounts it provides in faith to every one of its 1,500 students, reducing their financial obstacles to ministry. We view the development and stewardship of these gifts to be a form of ministry among our donors. It is one which, as the late Henri Nouwen would put it, "God...is about to do a new thing through collaboration."

Position Summary

Reporting to the Assistant Vice President (AVP) of Development, the Director of Development, Southeast is responsible for achieving two development goals of the Southeast region. First, securing budgeted giving to the Charlotte Scholarship Fund and Jacksonville Scholarship Fund, which is currently \$800,000 annually. Second, identifying the major and principal gift prospects God is calling to invest in the additional priority funding initiatives that will achieve the seminary's vision.

Accomplishing these goals involves the intentional engagement and support of current and prospective donor partners, volunteers, and pastors in helping achieve these goals. It also requires direction of events that showcase a Gordon-Conwell education, the faculty who direct it, the alumni who achieve its vision, the students needing support to be equipped by it, the donors who provide it, and the opportunities to pursue it.

GORDON CONWELL

THEOLOGICAL SEMINARY

Primary Responsibilities

Donor Engagement (70%)

- Manage an assigned portfolio of approximately 200 current and prospective donors across the region. Most individuals in the portfolio currently give or might give \$10,000 or more to the seminary annually. Others include Board of Advisor members, key development volunteers, and pastors of strategic churches throughout the region. Propose names to be added or removed from the portfolio.
- Collaborate with the AVP in identifying donors who are major and principal gift prospects for additional priority funding initiatives in the strategic plan and creating engagement strategies.
- Conduct at least 100 substantive face-to-face contacts each fiscal year. Objectives will correspond to each individual's stage of the major gift development cycle. These include discovery, cultivation, invitation (solicitation), closure, and stewardship objectives.
- 15-20 contacts should be present written proposals for gifts and commitments of \$50,000 and more toward the Charlotte Scholarship Fund or Jacksonville Scholarship Fund and other priority funding initiatives in the strategic plan. Adhere to the seminary's gift acceptance and naming policies when proposing gifts. Secure gifts of those called to invest with documented gift agreements that are confirmed by the Vice President of Advancement and Chief Financial Officer.
- Make contact by phone with every individual in the portfolio at least once annually. Personally acknowledge each gift from individuals in the portfolio within 48 hours.
- Manage all portfolio activity through Raiser's Edge Opportunities and Actions. Enter contact notes in Raiser's Edge for all substantive interactions with individuals in portfolio.

Event & Volunteer Support (20%)

- Direct and conduct events in strategic locations throughout the region that showcase the president and seminary faculty, students, alumni, and donors and accomplish the fundraising, alumni involvement, and student recruitment and retention objectives of the seminary.
- Collaborate with the AVP, the offices of Alumni Engagement, Admissions, Marketing & Communications, Advancement Operations, and the Academic Dean of the Southeast Region, and area volunteers in establishing the purpose, objectives, budget, scheduling, promotion, and plans for execution and follow up of these events.
- Leverage opportunities for the president, faculty, and key administrators to preach or present the seminary's vision in key churches throughout the region and coordinate gatherings with donors, alumni, and prospective students afterward to share opportunities for both partnership in and enrollment at Gordon-Conwell.
- Guide members of the Charlotte and Jacksonville Boards of Advisors and other volunteers in donor partner engagement and coordination of events. Support volunteers in donor partner engagement with messaging, collateral, and event information that enable volunteers to cultivate, invite, and steward the giving of the current and prospective donor partners they engage.

GORDON CONWELL

THEOLOGICAL SEMINARY

Administrative (10%)

- Participate in all scheduled Department of Advancement meetings and retreats. Update AVP regularly on plans, activities, and results.
- Participate in all Charlotte and Jacksonville Board of Advisor meetings. Collaborate with AVP in reporting on giving, donor partner engagement, and events at each meeting. Collaborate with AVP and the respective board chair on the development agenda for each meeting.
- Participate in all monthly seminary Town Hall meetings to be apprised of seminary-related news and activities.
- Build relationships with faculty, staff, administrators, and students at the Charlotte campus and Jacksonville hub to be updated on seminary-related news and activities. Periodically participate in classes, chapels, and other events to become familiar with the various dimensions of a Gordon-Conwell education.
- Supervise 1-2 part-time student workers who will assist with donor engagement, event and meeting coordination and execution, volunteer management, and other administrative tasks.
- 30% overnight travel and work during some nights and weekends is expected.
- Plan travel around substantive contacts, Alumni and Admissions events to assist colleagues in conducting them, and key seminary meetings at each of its campuses.
- Manage business expenditures and remain under budget each fiscal year.
- Other duties as assigned.

Required Competencies

- Demonstrated success achieving challenging goals
- Problem solver
- Highly relational with strong trust-building skills
- Supervision and budget management skills
- Exceptional writing, speaking, and interpersonal communication skills
- Highly organized and capable of managing multiple and competing priorities
- Ability to balance short-term and long-term objectives
- Ability to work in a matrixed, multi-campus environment
- Commitment to collegiality, diversity, inclusion, and cultural awareness
- Commitment to the mission, vision, and values of the seminary
- Evident Christian faith and practice and active involvement in a local church
- Professionalism and confidentiality

Education & Experience

- Bachelor's degree, with preference for a graduate degree in theological education
- 3-5 years of successful fundraising or sales experience
- Experience working in Christian higher education or graduate theological education is preferred

GORDON  CONWELL
THEOLOGICAL SEMINARY

- Proficiency with customer relationship management (CRM) systems and Microsoft applications preferred

Application Process

Please apply through Gordon-Conwell's Career Center available here:
<https://www.gordonconwell.edu/employment/>

Please include these documents in either Microsoft Word or PDF formats:

- A cover letter addressed to Larry Comstock, Assistant Vice President of Development, explaining your interest in the position.
- A formal CV that includes the names of at least three references.

No hard copy mail inquiries please. Candidates will be invited to interview at the request of the search committee.