

# Director of Institutional Advancement Southern Evangelical Seminary & Bible College

## **Overview**

The Director of Institutional Advancement will serve as a key member of the executive team and provide strategic oversight to all revenue generated at the Southern Evangelical Seminary and Bible College (SES) based in Charlotte, NC. Oversight includes a strong focus on the cultivation and expansion of new investors and the stewardship of existing investor relationships in addition to creating entrepreneurial pathways to new growth. The Director will also be responsible for strategy and stewardship around the extensive Alumni program which is a critical component of the investor portfolio.

The Director of Institutional Advancement will be responsible for crafting and delivering an exciting revenue vision and plan that encourages partnership and participation from various constituents. The Director must be creative and strategic to implement a comprehensive and results-oriented plan that includes financial goals and moves management strategies for major, planned, and annual gifts. This position will also build and foster critical relationships for SES with alumni, faculty, and the community.

The Director of Institutional Advancement reports directly to the President of SES and will work collaboratively and collegially with the SES Board of Trustees, CEO, staff, faculty, and outside consultants. This position's metrics are based on documented meaningful engagement with qualified prospects, proposals, and secured gifts based on fundraising goals. This position will include management roles as the Development team is fully achieved to support the existing \$2M budget and reach the \$5M operational goals set forth in the strategic plan.

## **The Candidate Requirements**

The Director of Institutional Advancement, like all SES staff, is expected to live a life that reflects their personal walk and relationship with Jesus Christ. The selected candidate will have a record of active involvement in a Christian ministry and local church life. The candidate must believe in the inerrancy of Holy Scripture and are Evangelical in doctrine and theology. To understand the personal requirement, we ask each candidate to review the [Doctrinal Statement](#) posted on our website.

SES is looking for an optimistic, gifted, relational, and results-oriented leader, not merely an effective manager, who feels called to serve the next generation by strengthening the Seminary through fundraising excellence.

This person will bring a high level of initiative; have a track record of productivity in raising significant funds, a compelling vision for what the Institutional Advancement and Alumni Relations Department office can look like in the future, and a deep commitment to serving others. Below is a list of characteristics required for each candidate:

- An innovative spirit of entrepreneurship, possessing the ability to address challenges creatively and to create opportunities for SES.
- Proven experience with raising funds and revenue with the ability to aggressively secure financial resources on behalf of SES. Experience with major gifts is critical.
- A flexible, motivational innovator who can successfully adapt and recalibrate, as needed, to meet evolving priorities.
- A resourceful outlook that stretches limited resources for maximum impact.
- Administratively gifted with the ability to operate in a high-volume, fast-paced environment.

- An intuitive marketer who knows how to communicate value to prospective investors.
- Self- managed leader that can lead by example reflecting Godly character, excellent work ethic, an optimistic outlook, exhibits humility and high integrity.
- Ability to translate SEC mission into easily understood, win-win value propositions that encourage investment while meeting the needs of SEC and the potential investor.
- Minimum of a bachelor's degree and experience leading and developing a team.
- Minimum of 5 years' experience in a Development/Fundraising role at a non-profit or educational institution or ability to translate corporate sales experience to advance the mission.

## **Responsibilities**

- The Director of Institutional Advancement will develop and implement a fundraising strategy, building a road map for cultivating strategic relationships with new and existing investors and partners to ensure sustained growth of resources and impact.
- Works effectively to strategically direct SES fundraising priorities and carry out the fundraising vision as set by the SES President.
- The Director of Institutional Advancement will work with his/her team and other SES employees to create a comprehensive and responsive Stewardship Plan that includes the following:
  - Create and maintain an ongoing strategy performance reporting method complete with benchmarks for all activity
  - Create a tracking process to ensure accuracy and efficiency in all transaction activity to quickly identify and respond accordingly to potential opportunities with specific donors.
  - Ensure all necessary notes are recorded in a complete, accurate, and timely manner
  - Ensure all giving recognitions are extended promptly
  - Identify inefficiencies within the team's workflow, then find and implement solutions to help achieve the overall effectiveness and growth of the department.
- When needed, recruit and cultivate volunteers or interns to help with the department's organizational efforts.
- Create meeting opportunities and fundraising engagement in a live and virtual environment.
- Monthly communicate to leadership the status of the investor development strategy efforts and provide feedback concerning the department's effectiveness while recognizing trends in performance.
- Work closely with the President of SES, arranging meetings or calls with investors to help celebrate gifts and ensure high-priority requests are handled efficiently.
- Provide input for leadership to set goals and align daily job duties and practices to adhere to and achieve monthly, fiscal, and calendar year-end goals.
- Create and maintain documentation of processes as it relates to this position and pursue best practices by appropriate benchmark procedures.
- Other duties, as assigned.

## **Compensation:**

This is an exciting opportunity for an entrepreneurial and goal-oriented leader who can execute and implement a vision. Compensation will include a commensurate base with an aggressive bonus structure tied to results and specific benchmarks. SEC offers medical benefits and an opportunity for a flexible work schedule.