

Director of Annual Giving and Alum Relations

Office for Institutional Advancement

JOB DESCRIPTION

Job Summary:

This position is responsible for organizing and managing all aspects of the Louisville Presbyterian Theological Seminary Annual Fund, which provides critical operating support to all areas of the institution. The Director will coordinate and conduct both personal and direct marketing solicitations of alums, friends of the seminary and congregations to ensure the continued growth of the Annual Fund in both dollars and donors.

The Director will also develop and manage a comprehensive alum relations program. The Director should increase alum giving participation and support through strong communication, personal interaction and events in order to maintain and strengthen positive relationships with students and alums to encourage their continued long-term interaction with the seminary community.

Essential Functions & Responsibilities:

- Develop and implement effective annual giving programs to increase both dollars and donors.
- Regularly identify and solicit individuals, alums and congregations for gifts to the Annual Fund through a strategic solicitation program with methods including, but not limited to, direct mail, electronic methods, events and personal solicitation.
- In partnership with the Institutional Advancement committee and Vice President for Institutional Advancement, work with the board of trustees to secure their personal annual gifts as well as secure new annual fund donors from each trustee's unique sphere of influence.
- Provide support to the alum board of directors and alum association, serving as the staff liaison to the alum board.
- Work with the alum board to secure their personal annual gifts as well as new annual fund donors through their personal networks or congregations.
- Budget for yearly annual giving and alum relations activities.
- Track and report on the effectiveness of all solicitations by donor type; provide analysis of giving trends.
- Facilitate on-campus activities, such as the annual Alum Reunion, Distinguished Alum Awards and Festival of Theology, to bring alums and interested individuals from the Louisville area and surrounding region to campus for fellowship, personal enrichment, and continuing education.
- Create a schedule of alum programs and activities that promote engagement with Louisville Seminary both locally and nationally, and communicate these through print, electronic or online tools.
- Work with the campus community to build communication and benefits offered to alums
- Recruit and train alum leaders and volunteers.
- Meet with student groups to introduce them to alum activities and encourage their participation in alum events.
- Design and implement solicitation strategies for new or recent alums to support the Annual Fund.
- Collaborate with the Alum Board and Office of Student Engagement to develop a network of alum volunteers to assist with fundraising and recruitment efforts at local, regional and national conferences or events.

Qualifications & Special Skills:

- Bachelor's degree.
- Must be able to work as part of a team and manage multiple tasks, details, and support staff
- Excellent writing, communication, and organizational skills. Marketing experience a plus.
- 3-5 years experience in annual giving, membership, or alumni relations in a higher education environment or other equivalent non-profit environment.
- Demonstrated track record of fund raising success.
- Ability to represent Institutional Advancement professionally.
- Must be capable of working with sensitive information with complete confidentiality.
- Must be flexible with work schedule and available to work weekends and evenings, and overnight travel periodically, as necessary.
- Strong organizational skills; ability to multi-task and set priorities.
- Ability to work independently and in a team environment.
- Ability to respond with sensitivity and awareness to those with diverse cultural, ethnic, social backgrounds, values, attitudes and languages.
- Computer literate with a solid knowledge of word processing, spreadsheets, and knowledge and experience with donor management software; Raiser's Edge experience highly preferred.
- Social media knowledge, experience, and understanding is highly desirable.
- Knowledge, understanding, and appreciation of Louisville Seminary is valued.

Benefits/Compensation

A competitive compensation package will be offered for this position based upon the successful candidate's education, skills, experience, and potential for contribution toward the success of Louisville Seminary. The position offers attractive benefits/vacation package and excellent working environment.

To apply for this position, please email a cover letter and résumé to:

amonell@lpts.edu

Indicate "Director of Annual Giving Search" in the Subject Line
Anne Monell, Vice President for Institutional Advancement
Louisville Presbyterian Theological Seminary

You may also mail a cover letter and resume to:

Attn: Director of Annual Giving Search
Office of Institutional Advancement
Louisville Presbyterian Theological Seminary
1044 Alta Vista Road
Louisville, KY 40205

DEADLINE: May 17, 2019