



Director of Major Gifts — Chicago Theological Seminary

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MAJOR GIFT EXPERIENCE NEEDED: JOIN A BOLD, PROGRESSIVE ORGANIZATION WORKING ACROSS FAITHS TO CREATE A MORE JUST WORLD

JOB DESCRIPTION: Chicago Theological Seminary seeks to hire a Director of Major Gifts responsible for engaging donors through an intentional process of personal communication and invitation to community that establishes positive relationships and secures the financial commitments necessary to support the mission and strategic initiatives of CTS. This full-time position will report to the Vice President for Advancement.

RESPONSIBILITIES:

- Communicate effectively with diverse audiences to deliver a compelling vision of CTS
- Identify, qualify, cultivate, solicit, and steward an assigned portfolio of donors through individual contact, personal communication and planned events.
- Work collaboratively with the vice-president for Advancement, Faculty, and colleagues in Alumni Relations, Annual Fund, and Communications, to plan and implement targeted and effective outreach and communication activities to expand the size of the prospective donor pool and increase the level of financial support for the seminary.
- Achieve or exceed collaboratively agreed upon metrics for visits, proposals, and dollars raised.
- Participate in regularly scheduled meetings with Advancement staff to plan, implement, and evaluate strategies and objectives of the department's strategic and operational plans.

- Provide timely updates to contact reports through Raiser's Edge software, maintain appropriate records, participate in ongoing training and maintenance of skills related to database management and usage, and prepare monthly activity reports.
- Maintain extensive knowledge about CTS initiatives and activities to best represent the practices and priorities of Chicago Theological Seminary and the Office of Advancement to constituents.

ORGANIZATION DESCRIPTION & HISTORY:

Chicago Theological Seminary (CTS) is an affiliated seminary of the United Church of Christ, and is proud to carry on its 162-year legacy of educating and preparing future leaders. Since its beginning, CTS has pushed the growing boundaries of the church in order to make faith relevant as well as to transform society in the image of justice. Founded in 1855 by several Midwestern Congregational Churches, CTS has been a pioneer in theological education as well as a bold voice for social justice. Today, CTS blends an unequaled theological education with a demonstrated commitment to justice and mercy in society to create a unique approach in the preparation of faith leaders and individuals to serve communities, congregations, non-profit organizations, and society in general. The seminary maintains a high level of racial, ethnic, gender, LGBTQ and faith diversity among students, faculty and staff. Devoted to interfaith collaboration throughout our history, CTS has launched an InterReligious Institute that will be at the forefront of interfaith thought and action in the coming years.

QUALIFICATIONS/EXPERIENCE/SKILLS:

Required: Bachelor's degree

Proficiency in Microsoft Office and Blackbaud Raiser's Edge or similar fundraising database

Embody the mission, vision, commitments, and ethos of CTS; possess the aptitude to communicate these clearly and accurately to a wide variety of constituents

Five years or more experience in fundraising

Proven track record of personally soliciting and securing major gifts

Ability to engage in regular travel to meet with alumni, donors, and prospects, including evening or weekend meetings as needed (valid driver's license required).

Ability to maintain positive relationships with CTS staff, faculty, trustees, current students, and alumni/ae

Open to learning to articulate the value of theological education persuasively

Excellent and proven organizational and administrative skills

Commitment to working with historically marginalized and/or disenfranchised voices

Preferred:

Experience with planned gifts

Experience in theological education and/or religious studies programs
Experience in diverse contexts, social justice, and interreligious engagement

Note: This position description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

APPLICATION INSTRUCTIONS:

Please email your resume to hr@ctschicago.edu