

DIRECTOR FOR STRATEGIC GIVING
POSITION DESCRIPTION

GENERAL DESCRIPTION: The Director for Strategic Giving cultivates, proposes and stewards giving for strategic seminary purposes, including the goals and priorities of (1) Thriving in Ministry (TIM) in the Center for Lifelong Learning (CLL), (2) major giving for strategic seminary-wide initiatives, and (3) strategic campaigns. The Director collaborates with and supports the donor/funder development work of the Office of the President, the TIM Grant Project Director and CLL team, and the Advancement team. This position reports to the Vice President for Advancement.

ESSENTIAL FUNCTIONS:

1. Develop and maintain relationships with existing and new donors and funders.
2. Research and identify new donors and funders with opportune interests in Columbia's mission, vision, and strategic initiatives.
3. Seek and secure grant funding to support current and new initiatives.
4. Develop grant applications and reports, including coordinating subject matter expert writers.
5. Manage proposal processes (inquiry letters, concept papers, proposal development, and submission).
6. Manage grant reports, including qualitative outcomes and quantitative and financial results.
7. Maintain documentation and records related to the various grants or other fundraising initiatives.
8. Research fund contacts for endowed funds, increase contacts, and potential for additional support.
9. Provide stewardship and expectation fulfillment of donors/funders.
10. Ensure follow-through on donor stewardship requests and opportunities.
11. Conduct donor/funder research for qualification and cultivation.
12. Assist in identifying and supporting volunteer leadership for initiatives and campaigns.
13. Coordinate with the TIM Grant Project Director on administrative support for fundraising activities.
14. Inform the development of fundraising plans, metrics, and goals.
15. Track, analyze and report progress toward achieving metrics and goals of the fundraising plans and schedules.
16. Other duties as requested.

REQUIREMENTS:

- College degree, BA/BS
- Minimum of five years of successful experience working in fundraising and/or grants development
- Experience in comprehensive capital campaigns preferred
- Advanced degree in relevant field preferred
- CFRE preferred

KNOWLEDGE/SKILLS/ABILITIES:

- Donor-centric and mission-driven orientations
- Proficiency in PC-based programs including but not limited to Microsoft Excel, Office, Outlook, and *Notion*.
- Proficiency with CRMs; Raisers Edge preferred
- Knowledge, experience, and demonstrable results in fundraising and donor development

- Excellent communication skills, including effective persuasive writing and editing skills
- Demonstrated organizational skills
- Demonstrated ability to maintain effective working relationships with a wide variety of constituent groups
- Demonstrated ability to work effectively in a team environment
- Ability to work well under time constraints
- Familiarity and comfort working in faith-based environments

CLASSIFICATION:

- Full time
- Exempt

PHYSICAL DEMANDS: Although physical limitations for this position can be accommodated, the job's physical demands can include, but are not limited to, intermittent sitting, standing, crouching, walking, and some light lifting. Work is performed primarily in an office. Occasional travel is required.

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees for this job.

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