

## **Job Listing: Director of Philanthropic & Legacy Gifts**

Trinity School for Ministry (TSM) is an evangelical seminary in the Anglican tradition that forms Christian leaders for mission. Since its founding in 1976, TSM has sought faculty and staff who were both deeply committed Christians and professionally gifted.

All TSM staff members are expected to be committed to Jesus Christ, to TSM's vision, purpose, and values and to affirm the TSM Statement of Faith.

**Department:** Development

**Reports to:** Dean President

**Time Requirement:** Full-time (40 hours/week), salaried, exempt

*Job Summary:* The Director of Philanthropic & Legacy Gifts (DPLG) is responsible for engaging donors through an intentional process of personal communication and invitation to community. Through this work, the DPLG will establish positive relationships and secure the financial commitments necessary to support the mission and strategic initiatives of Trinity School for Ministry (TSM). This full-time position will report to the Dean President, and work in close partnership with the Advancement Team, to ensure donors are engaged at the appropriate level and to carry out the vision and funding priorities set by the Dean President.

### *Primary Duties:*

- Identify, qualify, cultivate, solicit and steward an assigned portfolio of donors through individual contact (face to face meetings), personal communication (phone/mail/email/text), campus visits and planned events.
- Work collaboratively with the Dean President, Board of Trustees, Faculty, as well as colleagues in Development, Alumni Relations, and Church Relations to plan and implement 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.
- Emphasis will be placed on increasing significant donations while retaining and strengthening existing giving.
- Make numerous decisions on cultivation time committed versus expected gift response, determine who needs to be involved in the relationship with each prospective donor, and decide the most effective and productive use of travel time and use of the engagement budget.
- Maintain extensive knowledge about Trinity School for Ministry initiatives and activities to best represent the practices and priorities of TSM to constituents.
- Provide timely updates with contact reports and donor activity 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.
- Participate in regularly scheduled meetings with Advancement staff to plan, implement, and evaluate strategies and objectives of the department's strategic and operational plans.
- Participate in the President's Cabinet, Board of Trustees Advancement Committee meetings, and Board of Trustee meetings.
- Oversight of Donor Engagement Budget, with a high priority on efficient use of travel time and entertainment budget.

### *Knowledge, Skills, and Abilities:*

- The DPLG must have a proven track record of personally soliciting and securing major gifts, preferably in higher education or with a Christian organization, and in cultivating and soliciting prospects capable of six to seven figure gifts
- Knowledge of the principles of fundraising, prospect review, donor research, the development of major gifts, capital campaign procedures, and planned giving vehicles
- Event Planning & Marketing Experience, helpful
- Proficiency with Raiser's Edge or similar CRM software.
- Proficiency with Microsoft Office Suite and/or Google Workspace products, especially Excel/Sheets, Word/Docs and PowerPoint/Slides.
- Team player and commitment to the Dean President's vision of TSM and funding priorities
- Ability to assist, coordinate and equip the Dean President with relationship building, strategic partnerships and donor trips
- Entrepreneurial approach to problem-solving and demonstrated success in exceeding goals and expectations.
- Self-motivated in initiating contact with potential donors.
- Previous work with Board Members and high-level volunteers, guiding them in relationship building and solicitations
- Ability to handle detailed work, meet deadlines, and demonstrate a high level of accuracy
- Ability to interact pleasantly and professionally with donors, staff, faculty, volunteers, students, and guests
- Ability to exhibit a high level of confidentiality and discretion
- Strong ability to be well organized
- Excellent listening and communication (both verbally and in writing) skills, and customer service skills

### *Education and Experience, Required:*

- Bachelor's degree from an accredited institution of higher education
- Five years or more experience in major gift fundraising
- Embody the mission, vision, commitments and ethos of Trinity School for Ministry; possess the aptitude to communicate these clearly and accurately to a wide variety of constituents
- Ability to work independently within the boundaries of established Seminary policies and procedures and the development practices and codes of conduct from CASE and AFP
- Ability to maintain positive relationships with TSM staff, faculty, trustees, current students and alumni
- Proficiency in Raiser's Edge or similar fundraising database
- Ability and willingness to perform and embrace other duties as assigned

### *Education and Experience, Preferred:*

- Advanced degree in Christian theology
- Affiliation with the Anglican Church in North America
- Experience with Planned Gifts
- CFRE - certified

### *Personal Qualifications:*

- Christian ethics and integrity;
- Commitment to Jesus Christ
- Commitment to TSM's vision, values, purpose, and Statement of Faith;
- Excellent listening and communication skills;
- Ability to interact pleasantly with faculty, staff, students, and visitors.

*Salary and Benefits:*

- Salary is competitive and commensurate with experience.
- Benefits include healthcare, dental, and vision coverage, health reimbursement account, life insurance, 15% employer contribution to pension plan, and employee funded supplemental pension plan.

*To Apply:*

- Qualified individuals are encouraged to apply by submitting a cover letter, resume, and three letters of recommendation to [elucci@tsm.edu](mailto:elucci@tsm.edu) by December 15, 2023.
- The search will continue until the position is filled.