AUSTIN PRESBYTERIAN THEOLOGICAL SEMINARY

JOB TITLE: Development Officer
DEPARTMENT: Institutional Advancement
REPORTS TO: Vice President for Institutional Advancement
FLSA STATUS: Exempt
DIRECT REPORTS: None

SUMMARY: In concert with the Institutional Advancement Team, the Development Officer is responsible for supporting the ongoing fundraising activities of the Institutional Advancement department relating to annual fund donor retention, growth of the annual fund and meeting other funding goals for institutionally stated priorities. The Development Officer is responsible for understanding and articulating the mission of Austin Presbyterian Theological Seminary and the case for its support through a variety of development efforts focusing on donor relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Promote awareness of institution's mission, and maximize philanthropic support from individuals and churches in assigned region by building, fostering, and managing long-term donor relationships through effective cultivation, solicitation, and stewardship.
- Responsible for relationship building aspect of the Partnership Program to include cultivating donors, renewing and upgrading multi-year pledges introducing new prospects to Austin Seminary and organizing cultivation events using the Benevon fundraising model in assigned region.
- Responsible for using a variety of techniques including thank you calls, written notes, emails and face-to-face visits to continually nurture and steward the Seminary's annual fund donors.
- Maintain a portfolio of 100-150 major gift prospects with the capacity to support the Seminary at a minimum level of $30,000.
- Cultivate, solicit and steward major gift and deferred giving prospects with personal visits, written and oral communications, ensuring positive and purposeful prospect and donor relations.
- Work collaboratively with and in support of volunteers, other development and advancement staff and Seminary staff to cultivate and solicit donors to meet stated funding priorities.
- Report to the Vice President for Institutional Advancement and work collaboratively and strategically with the Seminary President, other fundraising colleagues, faculty and other campus leaders to develop briefing materials and written proposals leading to major gift solicitations.
- Maintain updated donor records in Raiser’s Edge for the portfolio of prospects.
- Meet/exceed weekly, monthly, quarterly, and annual goals for assigned region. Prepare activity reports as required in a timely manner. Meet with Director of Development on regular basis to plan program and evaluate performance.

MINIMUM QUALIFICATIONS

Education: B.A. or B.S. in related field
Certifications/Training: None
Experience: 3-5 years experience in a related field
**Special Requirements/Skills:**

- Strong verbal and written communication skills.
- Strong customer service and interpersonal skills.
- Basic knowledge of and ability to effectively utilize computers/software, including Windows, Microsoft Word and Excel, and Raiser's Edge.
- Knowledge of the Presbyterian Church tradition and its constituents.
- Commitment to being a team player.
- Agility in multi-tasking.
- Ability to organize and prioritize work.
- Ability to analyze and summarize data in a clear and concise manner.
- Ability to use discretion and maintain confidentiality.
- Ability to work occasional evenings and weekends and to travel within region (approximately 25%).
- Maintains a bias toward action.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or listen, and is occasionally required to stand, walk, reach using hands and arms, and lift light boxes of up to 10 pounds.

**Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by the incumbent in this position, and assist in evaluating this job fairly and equitably. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. Management may change the duties and responsibilities at their sole discretion, and may request the employee perform duties not listed on the job description. This job description is not a "contract" between the incumbent and the employer.

Employee: _______________________________ Date: __________________________

Supervisor: _______________________________ Date: __________________________

Human Resources: _________________________ Date: __________________________