



Position Title: Senior Director of Development

Position Information/Duration: Full-Time

Salary Range: \$75,000 - \$85,000

Location and Position Type: Hybrid or Remote, Central Time Zone preferred

Reports To: President

Posting Date: 10/31/22

About Central Seminary

In its 121-year history, Central has continually adapted to the ever-changing world. Our faculty and staff are dedicated to creating an inclusive learning environment where students from varied ethnic, geographical, and theological backgrounds can pursue postsecondary seminary education that is accessible, affordable, and effective.

While our administrative building is in Shawnee, the seminary's community of faculty and students extends well beyond Kansas with 8 other sites in 6 states and 2 international educational partnerships. In the fall of 2022, Central enrolled 546 students in our certificate, diploma, master, and doctoral level programs, which are offered in Burmese, English, Kachin, and Korean.

In recent years, our seminary has been on the leading edge of providing theological education that is inclusive of technological proficiency, and currently most course offerings are provided virtually.

About the Role

The Senior Director of Development reports to the President of Central Seminary (Central) and also provides support for the Board of Trustees.

The Senior Director of Development will be the lead strategist and project manager focused on growing Central's \$2M philanthropic revenue portfolio. The Senior Director of Development is both strategic and tactical, and is responsible for updating, managing, and executing Central's annual development plan. The ideal candidate has a clear grasp of all core components of development, with particularly strong experience in individual giving, including major gifts, stewardship, and annual giving campaigns (direct mail and digital). This role requires experience with development operations, including CRM management and budget building. The Senior Director of Development will interface frequently with donors and will be a partner to the President in prospecting, developing, and stewarding all major gifts.

The Senior Director of Development can expect her/his/their work to include:

Leadership and Development Strategy:

- Contributing positively to organizational culture and reflecting Central's values
- Engaging with Central staff, faculty, donors, alumni, students, and other community members to truly understand Central's mission and vision and to gather stories for development communications
- Serving as advisor to the President on all development relationships and opportunities
- Representing development needs to the Leadership Team, ensuring organizational strategy is aligned with development strategy

- Managing and executing Central’s development and stewardship plans to achieve revenue goals
- Updating existing development and stewardship plans with new ideas, industry best practices, and data-driven analysis
- Leading strategy and design for Central’s annual fund and major gift program
- Ensuring a robust gift pipeline big enough to hit annual revenue goals by actively managing prospective and current individual, church, and foundation donors
- In coordination with the Senior Director of Brand Advancement, provide input on strategy for alumni affairs programs and events
- In coordination with Korean Program Faculty Leaders, creating a specific plan to cultivate and solicit the Korean community, students, and alumni
- Managing three part-time staff members including supervision, training, and coaching

Individual Giving and Donor Relations

- Researching and designing moves management plans for major individual donors and supporting the President in execution of the plans; project managing the President’s fundraising work, while being responsible for a portfolio of up to 25 major donors
- Keeping tabs on all major donor relationships to ensure they’re moving forward and pinch hitting for the President as needed
- Utilizing data insights to identify potential major donors from Central’s pipeline and advancing those relationships
- Designing and executing annual appeals, with support from Development Operations Manager
- Managing monthly donor program with support from Development Operations Manager

Foundations

- Building relationships with current foundation funders, prospecting for new foundation relationships, and working with Development Operations Manager to conduct prospect research
- Writing all grant applications and managing reporting schedule

Development Operations and Revenue Tracking

- Overseeing the Development Operations Manager to ensure data integrity in Network for Good (NFG)
- Establishing and monitoring annual and long-term revenue goals and budgets
- Designing a regular progress-to-goal report and development dashboard for the President, and working with the Development Operations Manager on regular updates
- Executing high-quality gift entry and revenue tracking, to ensure accuracy of all records and development reports in NFG

Consistent and Creative Donor Stewardship

- Managing the execution of Central’s donor stewardship plan
- Thinking creatively about the donor stewardship plan and updating it annually with new and meaningful ways to connect donors and foster a sense of community
- Helping develop creative and mission-focused fundraising messaging that effectively articulates Central’s impact and collaborating with the Senior Director of Brand Advancement on the optimal design and content for donor-focused communications

About You

To be maximally successful in this role, you need to be:

- A dynamic and poised professional who will represent Central's work with enthusiasm and authenticity
- A natural people person who appreciates that everyone has an important story to tell
- A practiced public speaker who can think on your feet
- A stickler for details and quality
- A creative thinker willing to test out new ideas
- A strong self-motivator
- An exceptional communicator and networker
- Dedicated to data and systems and ready to utilize Central's systems to project manage all development work for the team
- Someone who values diversity and is amenable to working alongside allies to promote social justice

You need to have:

- A Bachelor's degree and 8-10 years of nonprofit development experience
- Demonstrable experience and success as a fundraising generalist, with hands-on practice at major gifts, annual giving, online giving campaigns, institutional giving/grant writing, corporate partnership building, and special events
- Experience managing and improving development operations, ranging from CRM management to budget monitoring to gift processing
- Enthusiasm to propose fresh ideas without prompting by leadership, openness to feedback on those ideas, and a persistence to bring those ideas to life
- A passion for doing transformative work with exceptional people while not taking yourself too seriously
- A "teamwork" mindset and the ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness

Benefits Information

- Salary range will be \$75,000 - \$85,000 commensurate with experience
- In addition to salary, Central provides health, group life, and dental insurance as well as retirement contributions permitted by seminary policies.

How to Apply

Candidates should send the following to hire@threadstrategies.com with **Central Senior Director of Development** in the subject line:

- Resume
- Cover letter containing salary range and available start date
- A writing sample that is authored solely by the candidate and relevant to fundraising work, such as an appeal letter or a follow-up email after a donor meeting

Central Seminary does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity or expression, genetic information, gender, marital status, disability, or status as a US veteran.