



## **Job Description**

**Title: Regional Advancement Officer, Eastern United States**

**Position Reports to:** Executive Director of Institutional Advancement

**Job Classification:** Full-time, 12-month, exempt, non-tenure track

### **General Description:**

The Regional Advancement Officer is a critical link in the region for initiating and cultivating relationships with potential major donors (individuals, corporations, churches, and foundations) who have the capability of making significant financial contributions to the mission of Bethany Theological Seminary. The officer will work collaboratively with the Executive Director of Institutional Advancement to build an effective development strategy in the eastern region of the United States with a strong emphasis on major gifts. S/he will identify new prospective donors; build and maintain strong relationships with existing Bethany major donors; and professionally and effectively ask for financial gifts to further the mission and program of the seminary. This person is expected to travel to visit donors and attend events up to 85 percent of the time. They will also participate in visits to Church of the Brethren district conferences and congregations on a regular basis as part of an overall IA strategy.

### **Essential Job Functions:**

- Manage a portfolio of donor relationships for the Annual Fund, as well as major gift identification, cultivation, solicitation, and stewardship
- Work with other IA staff to leverage acquisition and retention strategies
- Articulate the mission, vision, and ministry of Bethany in a compelling manner
- Utilize the Seminary's donor software, track communication and moves management strategies with potential and current major donors while broadening donor network at all levels through the use of innovative technology and evolving relationship management tools
- Prepare written proposals, with the help of the Executive Director, which effectively and compellingly describe the work of Bethany and the "return on investment" that each donor will see
- Leverage the network of Bethany major donors by giving them the tools and coaching necessary to be ambassadors for Bethany
- Interface regularly with, faculty, staff, students and other donors. Be able to effectively describe any Bethany program or project, the cost to accomplish the project, and the expected outcomes to donors
- Leverage speaking opportunities for the President, Executive Director, faculty and board members, in order to build awareness of Bethany and help secure funding for any of its projects
- Ensure gifts from major donors are properly designated, thanked, and followed up on with timely information and updates on the impact each gift has accomplished

- Submit activity reports each week to the Executive Director and attend in-house meetings for the purpose of strategy and evaluation, at least one week per month in Richmond, Indiana. Attendance at the Church of the Brethren Annual Conference is required and other meetings as designated.
- Observe theological education in progress thereby developing a good understanding of the context, opportunities, and challenges
- Expected level of 3-4 donor visits per day
- Additional responsibilities as assigned by the Executive Director of Institutional Advancement

**Committee Assignment/Attendance:**

Church of the Brethren Annual Conference  
Faculty Meetings

Bethany Board of Trustees Meetings  
Other committees as assigned

**Qualifications Required:**

- BA in related field; and 2 years' experience in fundraising and development
- This position is based preferably in the Mid-Atlantic area so as to be able to access donors and events all across the Eastern United States.
- Ability to build effective working relationships with donors, board members, and US and foreign colleagues
- Persistence and sensitivity in building donor relationships that lead to major gifts
- Outstanding written and verbal communication skills
- Ability to adapt communication techniques to differing audiences
- Ability to listen, synthesize, and develop ideas and information
- Acute attention to detail and organization and ability to meet deadlines
- Ability to initiate, self-start, work independently, and seek out solutions
- Proficiency in Microsoft Office software, such as Excel and Word, and feel comfortable learning and using new cloud based technologies
- Demonstrate a sincere interest in the holistic mission of Bethany Seminary and the diverse communities we seek to empower
- Possess a respect for people of all theological, ethical, philosophical and economic backgrounds and be able to engage with donors and potential donors across these spectrums.
- Have experience dealing with the elderly as major donors to the seminary while at the same time working with the ED to develop new approaches to younger donors
- Be a genuine team player and work in collaboration with team members from a wide variety of backgrounds and cultures
- Embody a commitment to the organizational values of Bethany Seminary: faith, collaboration, stewardship, sustainability, Incarnational Theology, and innovation

**Qualifications Preferred:**

- Experience in faith based environments and engaging in conversations in a Christian Context
- Demonstrated experience in seeking and securing major gifts with some background in planned giving

- Competency with cloud based technologies, especially donor database systems
- Understanding of the planned gift field is a plus. If this area of expertise is not already present in the candidate, the candidate will be expected to receive training in this area.
- Adaptable
- Servant leader
- Good listener, open minded
- Innovative and willingness to take risks
- Diplomatic, respectful, and open to learning

**Work Conditions:**

Work from home office or as traveling

85% domestic travel with an expected level of 3-4 donor visits per day

**Physical Requirements:**

Valid driver's license, car and ability to drive several hours a day

Must be able to lift 25 pounds

To apply please send a letter of interest, resume, and contact information for three references to

[IAsearch@bethanyseminary.edu](mailto:IAsearch@bethanyseminary.edu) **or**

Executive Director of Institutional Advancement

Bethany Theological Seminary

615 National Road West

Richmond, IN 47374

Application review will begin in December 2015 and will continue until an appointment is made.

*Bethany Theological Seminary's policy prohibits discrimination in employment opportunities or practices with regard to race, gender, age, disability, marital status, sexual orientation, national or ethnic origin, or religion.*