

**Western Theological Seminary
Job Description**

Job Title	Associate Director of Advancement
Department	Advancement and Communications
Reports to	Vice President of Advancement and Communication
Work Schedule	Full time
Date	November 2012

Summary of Responsibilities

The Associate Director of Advancement shall be primarily responsible for the effective development and execution of fundraising from a targeted group of donors for the financial support of Western Theological Seminary.

Essential duties and responsibilities (Other duties may be assigned)

- Cultivate and solicit gifts from friends of Western Theological Seminary, alumni/ae, businesses, foundations and churches from assigned geographical territories to support the seminary's mission. Territory for this position shall include both selected parts of the state of Michigan and the Eastern seaboard of the United States.
- Serve as a spokesperson for the seminary, interpreting its mission to various constituencies whenever possible.
- Design and implement, in conjunction with the Vice President of Advancement and Communications, the building of a solid financial base for the ministry of Western Theological Seminary.
- Maintain an ongoing system of prospect research, continually building new donor relationships for the seminary.
- Solicit planned and deferred gifts.
- Help provide leadership, along with the Vice President of Advancement and Communications, to the seminary's upcoming capital campaign.
- Travel with the Seminary President and make arrangements for the President to visit churches and key donors within assigned geographic territory.
- Attend and provide support for all seminary advancement events like President's Club dinners, Zwemer Society Dinners, scholarship luncheons, pastor breakfasts, etc.
- Assist in other advancement activities as requested.

Knowledge and Abilities

- Position requires travel away from West Michigan approximately one week per month and work outside the office several days a week.
- Associate Director must enjoy meeting people, be comfortable in public speaking situations and be excited about furthering Western's mission through financial solicitation.
- Familiarity with and commitment to the mission of the Reformed Church in America is required, membership in the RCA is encouraged.
- Previous experience in fundraising or planned giving is strongly suggested.

Qualifications

- Bachelor's degree or equivalent experience.
- Familiarity with and/or ability to learn appropriate prospect management software (Currently Raiser's Edge, Crescendo and Word).