

GORDON CONWELL

THEOLOGICAL SEMINARY

Title: Assistant Vice President of Principal Gifts
Reports to: Vice President of Advancement
Location: Remote
Status: Full-time (37.5 hours per week)

Overview

Founded by the merger of Gordon Divinity School at Gordon College and Conwell School of Theology at Temple University in 1969, Gordon-Conwell is a multi-denominational, multi-cultural, and multi-ethnic evangelical Protestant seminary with over 2,100 students and 200 faculty and staff from 98 denominations and 55 countries across four campuses in South Hamilton and Boston, MA, Charlotte, NC, and Jacksonville, FL. We offer an array of M.A., M.Div., and D.Min. degrees and certificates both onsite and online. A Gordon-Conwell education seeks to develop Christian leaders who are rooted in the gospel, thoughtful, culturally aware, spiritually mature, and prepared for a variety of ministry callings. Today, we have 11,000 alumni who serve in all 50 U.S. states and nearly 100 nations around the world in pastoral, preaching, counseling, missions, evangelistic, academic, public square, workplace, and family ministries.

The Department of Advancement consists of 10 staff who collaborate to advance a Gordon-Conwell education through alumni and donor support. As the seminary completes a strategic planning process, Advancement is preparing for a campaign to secure philanthropic support for the priority funding initiatives that emerge. We anticipate the contributions of this important position to Advancement's task at this time.

Position Summary

Reporting to the Vice President of Advancement, the Assistant Vice President of Principal Gifts will manage a national portfolio of 150 current and prospective donors capable of giving \$100,000 or more toward priority funding initiatives of the seminary. This individual will develop and fulfill prospect engagement plans for each person in her or his portfolio each fiscal year. He or she will conduct at least 120 substantive individual meetings a year and secure increasing returns of new philanthropy to the seminary on the investment in the position.

Primary Responsibilities

Collaborating with colleagues across Advancement and the seminary, the Assistant Vice President of Principal Gifts will have the following primary responsibilities:

- Manage a national portfolio of 150 current and prospective donors capable of giving \$100,000 or more to the seminary. Become acquainted with each individual and institution, providing regular communication of seminary-related news and activities that would interest them. Promptly thank donors when they make gifts of any amount to the seminary.

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- In consultation with the Vice President and Director of Annual Giving & Research, annually develop a prospect engagement plan for each individual and institution within the portfolio, identifying at least 30 for which a written proposal for a principal gift (\$100,000 or more) to Gordon-Conwell could be presented during the course of the fiscal year. The 30 potential gift proposals should total no less than \$1M and preferably between \$3M-\$5M.
- Conduct at least 120 substantive meetings each year, mostly face-to-face. At least 20 of these should be to present written, multi-year philanthropic proposals of \$100,000 or more that are approved by the Vice President. Proposals should creatively include priority annual, capital, and planned gift funding initiatives that are most appealing to the prospect. Priority funding initiatives include unrestricted annual giving, endowed scholarships, faculty positions, and academic programs, new venture and capital projects, and split-interest gifts and bequests. Other substantive meeting purposes include prospect discovery, cultivation, closure, and stewardship.
- Produce at least a 1:1 return of new philanthropic support on the investment in the position in the person's first year. This is to be followed by at least a 2:1 and 5:1 return in years two and three, respectively.
- Participate in monthly major giving strategy meetings, accounting previous and planned prospect activities and offering to and receiving from colleagues guidance on prospect research, engagement, and proposal. Also participate in weekly Advancement team meetings and biannual retreats.
- Build relationships with faculty, staff, administrators, and students across all campuses and members of the Board of Trustees and each campus's Board of Advisors to be updated on seminary-related new and activities. Periodically participate in classes and events to become familiar with the various dimensions of a Gordon-Conwell education.
- To deepen relationships between the seminary and those in the portfolio, incorporate use of the President, Vice President of Advancement, members of the Board of Trustees and Boards of Advisors, and other key internal and external stakeholders in the prospect engagement plans for each respective prospect. Schedule key stakeholders' involvement with prospects in advance.
- Plan travels in region around Alumni and Admissions events to assist colleagues in conducting them.
- Plan and report all prospect activities and contact notes in Raiser's Edge.
- 30%-40% overnight travel is expected.
- Other duties as assigned.

Required Competencies

- Demonstrated success in achieving challenging goals.
- Proven track record of building relationships across departments and outside the organization to ensure positive outcomes.
- A warm, welcoming, hospitable spirit that puts prospects at ease.
- Proven ability to work in a matrixed environment, collaborating with all campuses and departments.

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- Well-developed leadership, organizational, and budget management skills.
- Strong written and verbal communication skills.
- Demonstrated ability to create long-term and short-term strategies to accomplish department and institutional goals.
- Creative thinking and problem solving that will open new sources of quality prospects.
- Ability to discern a prospect's readiness to receive and respond to a significant philanthropic proposal.
- Commitment to collegiality, diversity, inclusion, and cultural awareness through actions, interactions, and communication with others.
- Commitment to the mission of Gordon-Conwell Theological Seminary; evident Christian faith and practice and active involvement in the life of a local congregation.
- Ability to juggle multiple and sometimes competing priorities.
- Professionalism and the ability to maintain confidentiality.

Education & Experience

- Bachelor's degree required; master's degree in theologically-related field preferred.
- Five years of major-gift fundraising or consultive sales experience required.
- Familiarity with, and experience working within the context of, Christian higher education and preferably in graduate theological education preferred.
- Ability to assume a varied work schedule, including evenings and weekends as necessary.
- Experience working on a distributed team preferred.
- Experience in goal setting and achievement.
- Strong proficiency with customer relationship management (CRM) systems as well as Microsoft Excel and Word.

Application Process

Please apply through Gordon-Conwell's Career Center available here:
<https://www.gordonconwell.edu/employment/>

Please include these documents in either Microsoft Word or PDF formats:

- A cover letter addressed to Brian Gardner, Vice President of Advancement, explaining your interest in the position.
- A formal CV that includes the names and contact information of at least three references.

No hard copy materials, please. Opportunities to interview will be made available at the search committee's initiative. Applications will be accepted until the position is filled.