

Rooted in the Reformed tradition and centered in its trust of God's sovereignty and grace, the Seminary is an inter-cultural, ecumenical school of Christian faith, learning, and scholarship committed to its metro-urban and global contexts.

Our mission is to educate persons and strengthen communities for transformational, public ministries in church and society. We fulfill this mission through creative, contextual, and critical engagement with texts, traditions, and practices.

Position Description

Title: Director of Seminary Advancement and Relations

Accountable to: President of The Seminary

Status: Full-time Exempt

Position Summary: The Director of Seminary Advancement and Relations is responsible for the development and implementation of a comprehensive advancement program for New Brunswick Theological Seminary. This includes alumni relations, church relations, donor stewardship, fundraising, advancement services, and departmental budgeting. The Director of Seminary Advancement and Relations will give voice to NBTS' mission, vision, and strategic initiatives; nurture and maintain our relationships with alumni, students, and the public perceptions of NBTS.

Accountabilities: The Director of Seminary Advancement and Relations works closely with the President, faculty and administration, staff, Board of Trustees and other volunteers, and colleagues in the Advancement Department in planning, managing, and executing a comprehensive program that effectively communicates the mission, vision, and values of the Seminary. The Director of Seminary Advancement must be an individual with a strong faith, strong commitment, adherence to the highest morals, and be willing to work closely with a variety of people, inside and outside of NBTS.

Responsibilities:

- Provide leadership, supervision and management for the Office of Seminary Advancement and Relations. Supervise the Seminary Advancement and Relations Associate, Seminary Advancement and Relations Office, and other contracted employees.
- Develop, implement, and evaluate a comprehensive Seminary Advancement and Relations program that includes: alumni relations, annual giving, comprehensive campaigns, corporate and foundation giving, major gifts, planned giving, donor recognition and stewardship activities, marketing and public relations, advancement services and related support functions to expand and enhance financial contributions to the Seminary.
- Develop short-term and long-term strategies, goals and objectives in support of the Seminary's strategic plan and mission. This includes the development and implementation of annual performance measures in order to evaluate the effectiveness of all Seminary Advancement and Relations Programs.
- Plan, develop, and implement the Department's annual budget to ensure effective use of institutional resources.
- Develop and implement gift policies and guidelines for the Seminary's compliance with internal and external gift acceptance policies and procedures. Maintain extensive knowledge of federal tax legislation as it affects educational philanthropy and communicate such information to the campus community, prospects and donors as it affects potential contributions.
- Manages a regular system of donor calls and contacts.
- Create fundraising materials such as fundraising letters and brochures, pledge cards, endowment brochures, case statements, and scholarship guidelines.
- Develop and maintain positive relationships with the Seminary's Board of Trustees, alumni, donors, prospects, churches, corporations, and foundations.
- Research sources of support for special projects and programs. Prepare or assists with the

- preparation of funding requests to individuals and foundations.
- Represent the Seminary at community and church events.
- Promote a public image of the Seminary that is consistent with its mission, vision, and values.
- Assume other responsibilities as assigned by the President.

Qualifications:

Master's Degree in relevant field preferred (or an equivalent combination of education and experience).

The position also demands:

- Demonstrated success as a fundraiser, with preference for experience in higher education.
- Exemplary interpersonal and communication skills.
- Strong Christian Faith and familiarity of Seminary environment, church relations and church climate
- A history of productive collaborations and team leadership.
- An understanding of higher education and an appreciation for diverse audiences and communities.

New Brunswick Theological Seminary is an Equal Employment Opportunity employer.