

Director of Development-Portland

Hours: 40 hours/week (1.0 FTE); exempt

Accountability: Vice President of Advancement

Position Summary: Reporting to and working in close collaboration with the Vice President of Advancement the Director of Development will provide strategic input to the school's annual fund program, grant writing efforts, and Alumni Relations. The Director will be part of a team that seeks to grow the school's donor base, launch a planned giving program, develop a major giving program, and prepare the school for an eventual capital campaign.

Essential Duties/Functions:

- **Donor Cultivation and Solicitation:** Identify, cultivate, and steward relationships with donors, including major donors, foundations, and churches, to secure significant financial contributions. Develop and implement tailored cultivation strategies, including personalized communications, donor visits, and engagement opportunities to deepen relationships and increase donor commitment.
- **Donor Portfolio Management:** Manage a portfolio of 150 prospects/donors, creating and implementing individualized cultivation and solicitation plans. Conduct in-depth prospect research to identify and prioritize donors and potential donors. Utilize strategic moves and management techniques to guide prospects through the cultivation cycle, from identification to solicitation and stewardship.
- **Solicitation Success:** Meet or exceed fundraising goals set by the institution. This includes achieving specific financial targets within a designated timeframe. Demonstrate success in soliciting major gifts from prospects in their portfolio. Effectively present compelling gift proposals, address donor concerns, and secure commitments at appropriate giving levels.
- **Relationship Building:** Establish and maintain strong relationships with assigned donors, churches, and alumni, building trust, rapport, and confidence in Western's mission and academic programs. Collaborate with board members, executive leadership, faculty, and program staff to engage donors in meaningful ways, including personal meetings, events, and programmatic site visits.
- **Gift Planning and Proposal Development:** Collaborate with the development team to develop compelling gift proposals, tailored to donors' philanthropic interests and financial capacity.
- **Collaboration and Teamwork:** Work collaboratively with the development team and other stakeholders to align gift strategies with overall fundraising objectives. Participate in team



meetings, strategy sessions, and donor/alumni cultivation events to maximize philanthropic opportunities.

Qualifications:

- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Bachelor's degree required; advanced degree in a related field is a plus
- Minimum of 5 years of experience in donor cultivation and fundraising, preferably in a nonprofit organization.
- Demonstrated success in securing donations, including major gifts from individuals, foundations, and corporations.
- Strong understanding of philanthropic motivations and trends among high-net-worth individuals and institutions.
- Exceptional relationship-building and interpersonal skills, with the ability to engage and inspire a wide range of stakeholders.
- Excellent written and verbal communication skills, with the ability to craft compelling proposals and communicate Western's mission effectively.
- Proven ability to manage a portfolio of donor prospects, including research, cultivation, and solicitation strategies.
- Experience with moves management and donor database systems.
- Highly organized and detail-oriented, with strong analytical and problem-solving abilities.
- Ability to work independently and collaboratively within a team environment.
- Genuine passion for Western's mission and commitment to making a positive impact through philanthropy.
- Proficiency in Microsoft Word, Powerpoint, Excel, and SIS/CRM systems
- Must have a valid US driver's license, be able to drive a personal vehicle to meetings in the Portland region, and be available to travel up to 65% of the time, often overnight and/ or weekends in Oregon, Washington, and California.
- Availability to fly throughout continental US.