

# Vice President of Advancement – Portland

**Hours:** Full-time (1.0 FTE), Exempt

**Reports to:** President

**Position Summary:** The Vice President of Advancement serves as a key member of the Seminary's Executive Leadership Team, providing strategic leadership for all institutional advancement initiatives. This role is responsible for cultivating and stewarding relationships that advance the Seminary's mission, vision, and strategic goals among individuals, churches, foundations, and partner organizations.

The VP of Advancement leads fundraising strategy and execution, including major gifts, annual giving, planned giving, donor engagement, and grant development, ensuring sustainable financial support for the Seminary's present and future ministry. In close collaboration with Marketing and Communications, this role helps shape and advance messaging and campaigns that strengthen institutional visibility, donor trust, and mission alignment.

Additionally, the VP of Advancement provides clear, comprehensive reporting to internal and external stakeholders, including the President and Board of Trustees, and oversees the budget, personnel, and operational effectiveness of the Advancement Department. This position plays a critical role in shaping the Seminary's future through resource development, donor partnership, and strategic collaboration.

## **Essential Duties and Functions:**

- **Mission, Vision, and Relationships:**
  - Articulate and advance the Seminary's mission, vision, and strategic priorities with individuals, churches, foundations, and partner organizations.
  - Cultivate new and deepen existing relationships that align with and support the Seminary's mission and long-term goals.
  - Identify and pursue strategic partnerships with organizations and networks that share the Seminary's theological commitments and ministry vision.
- **Fundraising Strategy and Execution**
  - Provide leadership for a comprehensive, sustainable fundraising strategy, including annual giving, major gifts, planned giving, campaigns, and grants.
  - Evaluate, strengthen, and evolve the Seminary's current giving model to support long-term financial sustainability.
  - Build upon and advance the planned giving program into its next stages of maturity and effectiveness.

- Lead the development and implementation of fundraising campaigns, in coordination with institutional leadership.
  - Provide primary leadership for major gift cultivation, solicitation, and stewardship.
- Donor Engagement and Stewardship
  - Partner closely with the President in donor cultivation, including coordinating donor visits, trips, and strategic engagements.
  - Ensure best practices in donor stewardship, communication, and relationship management.
  - Collaborate with internal teams to ensure donor communications reflect gratitude, transparency, and mission impact.
- Grants and External Funding
  - Collaborate in identifying grant opportunities aligned with institutional priorities.
  - Provide leadership and support for grant strategy, proposal development, and reporting, working with internal and external partners as appropriate.
- Collaboration and Institutional Integration
  - Collaborate with Marketing and Communications to ensure alignment between advancement strategy, messaging, campaigns, and communications.
  - Partner with institutional leaders and departments to strengthen alumni engagement and reimagine a robust, mission-aligned alumni program.
  - Serve as an active and contributing member of the Executive Leadership Team.
- Leadership, Administration, and Reporting
  - Provide clear, accurate, and timely reporting on advancement performance to the President, Executive Leadership Team, Board of Trustees, and other stakeholders.
  - Develop and present data-driven insights and metrics related to fundraising effectiveness and donor engagement.
  - Provide supervision, coaching, and leadership to the Director of Development and Advancement Office Manager.
  - Oversee the Advancement Department budget and ensure responsible stewardship of resources.

**Desired Outcomes:**

- Growth in sustainable annual and major gift revenue aligned with institutional priorities.
- Increased donor engagement, retention, and trust.
- A maturing planned giving program that contributes meaningfully to long-term stability.
- Strong alignment between advancement strategy, institutional messaging, and mission execution.
- A collaborative, healthy Advancement team marked by clarity, professionalism, and shared purpose.

**Qualifications:**

- A vibrant evangelical Christian faith and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues.
- Bachelor's degree required; advanced degree in business, nonprofit leadership, theology, or a related field preferred.
- Minimum of five years of progressively responsible advancement or fundraising experience, including senior-level leadership.
- Demonstrated success in major gift development and donor relationship management.
- Familiarity with theological education in North America strongly preferred.
- Strong written and oral communication skills.
- Exceptional interpersonal skills, emotional intelligence, diplomacy, and integrity.
- Proficiency with Microsoft Office Suite required; familiarity with donor management systems preferred.
- Willingness and flexibility to travel locally, regionally, and nationally; travel may constitute up to 60% of work time during certain seasons.
- Ability to work evenings and weekends as needed.
- Demonstrated ability to lead effectively within available resources and budget constraints.