



## **Director of Institutional Advancement Job Description**

**Wilberforce, Ohio**

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### **About Payne Theological Seminary**

Payne Theological Seminary, founded by the African Methodist Episcopal Church in 1894, is dedicated to the preparation of African American and other leaders for ministry in the tradition of liberation, reconciliation, social justice, and the dignity of all humankind. Payne Theological Seminary is located in the historic and scenic city of Wilberforce, Ohio, home to Wilberforce University, Central State University, and the National Afro-American Museum and Cultural Center.

### **General Function of the Director of Institutional Advancement**

The Director of Institutional Advancement is responsible for planning, managing and implementing activities that increase, diversify and sustain philanthropic support for Payne Theological Seminary from individuals, alumni, churches, corporations, and foundations. In this role, the Director of Institutional Advancement identifies, develops and fosters relationships with all donors. S/he is responsible for forecasting, researching and writing grant proposals. S/he is responsible for the conceptualization, organization and implementation of the annual funds, and for developing appropriate strategies to meet annual goals. S/he coordinates special campaigns, direct mailings and oversees data entry and manages donor database. S/he assists with all publicity and marketing efforts to advance organizational visibility, including special events planning and promotion. S/he works closely with the President, CFO, and executive staff in enhancing current programming and in developing new program initiatives. Reports to CFO.

### **Primary Responsibilities, including but not limited to:**

- Direct and oversee all fundraising activities of the seminary, including the development, implementation, and management of a strategic plan.
- Creates and executes strategy for a large sustained base of annual individual donors, as well as corporate, foundation and church sources.
- Researches, writes grant/application proposals and reports to multiple donor sources.
- Oversees the development and execution of proposals; and the archiving of all proposals with a long-term relationship-management approach.
- In collaboration with President and CFO, develops and implement a financial strategy to ensure funds, donations and grants meet the budgetary requirements of all programs.

- Tracks proposals and reports for all foundation and constituent fundraising.
- Works with the leadership team to identify funds needed, preferred funding targets, and approaches.
- Develops, establishes and implements the infrastructure needed to grow through the solicitation of major gifts, grants, special events, and corporate and foundation support.
- Identifies, develops, solicits, cultivates and maintains key long-term relationships with donors and prospects.
- Expands and diversifies donor base/pipeline and work closely with other team members to secure funding for existing and new initiatives.
- Develops and executes annual fundraising plan.
- Develops key external alliances by cultivating individual and philanthropic support.
- Coordinates and manages special campaigns and annual fund.
- Manages capital campaigns, engaging and overseeing capital campaign firms as necessary.
- Works closely and communicates with CFO and Finance department in managing grants and gifts.

**Qualifications:** A Bachelor's degree is required; a Master's degree is preferred. Three to five years of demonstrated success in planning, managing, implementing, and securing funds, especially major gifts.

**The successful candidate must possess:**

- Appreciation for the African Methodist Episcopal Church and its history.
- Outstanding project management skills, with the ability to drive complex, multi-faceted projects forward to deliver results on time; advanced problem-solving and decision-making skills and the ability to multi-task and handle a high pressure environment with timeline pressures.
- Experience in building and managing a portfolio of individual, corporate, and foundation prospects.
- Proven track record of soliciting and closing individual, corporate, and foundation gifts and grants.
- Familiarity with planning for and coordinating events and/or communications programs focused on donor engagement.
- Experience managing and executing major fundraising events (galas, walkathons, luncheons, etc.,)
- Experience utilizing research engines, i.e., Nexis, WealthEngine, iWave Pro, D&B, Hoovers.
- Excellent verbal and written communications skills.
- Strong administrative, organizational skills and attentive to details.
- Ability to manage multiple tasks accurately and within deadlines.
- Ability to work autonomously and in a team setting.
- Experience with program evaluation, data collection and analysis.
- Highly positive and enthusiastic style; capable of motivating others. High energy and strong sense of initiative.

- Customer Services Oriented.
- Able to work flexible schedule.

Qualified candidates are encouraged to submit a resume and cover letter, including salary requirements, to [ringram@payneseminary.edu](mailto:ringram@payneseminary.edu) or Payne Theological Seminary, Attn: Human Resources, P.O. Box 474, Wilberforce, OH 45384. In your cover letter, please describe your qualifications as they relate to the above job description. In addition, please detail your experience with higher education.

Payne Theological Seminary is an Equal Opportunity, Affirmative Action Employer.