



**Garrett-Evangelical Theological Seminary is hiring three positions in its Development Office. After the recent success of our \$100 million campaign, we are looking for two Development Officers and one Assistant Director of Annual Giving and Alum Relations to join our dynamic development team. Our new campaign, *Looking Ahead with Joy*, will build on the success of our last campaign by increasing the endowment, student scholarships, the annual fund, faculty support, and support for academic programs. Following is the job description for the two open Development Officer positions.**

<p><b>Job Title:</b> Development Officer  <b>Department:</b> Development  <b>Supervisor:</b> VP for Development  <b>FLSA Status:</b> Exempt</p> <p><b>Position Type:</b> Full-Time  <b>Work week hours:</b> 35 hours (8:30 a.m. to 4:30 p.m.)          Availability to work evenings and weekends as needed.</p>	<p><b>Travel:</b> 50% &lt;          Domestic travel including the greater Chicago area and assigned regions outside the local area. Overnight travel required.  <b>EEO Classification:</b> Professional  <b>IPEDS Classification:</b> Business and Financial Operations Occupations  <b>Supervises:</b> N/A</p>
--	---

**Position Summary:**

The Development Officer cultivates relationships with donors and prospects capable of making leadership (\$1,000+) annual gifts and multi-year campaign pledges of \$10,000+. Primary responsibilities include creating and implementing cultivation, solicitation, and stewardship strategies for assigned prospects; planning and executing campaign cultivation and prospect identification events in assigned territories; managing volunteers; participating in seminary events such as class reunions and commencement; and, participating in development team prospect management and staff meetings.

**Required Education and Experience**

- Bachelor’s degree
- 3 year’s work experience in development/non-profit or related fields

**Preferred Education and Experience**

- Master’s degree and/or theological education
- Direct experience cultivating and soliciting gifts

**Essential functions and responsibilities:**

- Serve as a development officer for the seminary, traveling extensively to identify, qualify, cultivate, solicit, and steward major donors.
- Manage a personal portfolio of 125+ major gift prospects
- Make minimum 150 face-to-face visits with major donor prospects each year.
- Achieve yearly solicitation and gift commitment goals (goals to be determined in consultation with the Vice-President for Development and through the department’s annual planning process).
- Identify 20 new major gift prospects each year.
- Provide stewardship for major donors in assigned portfolio.
- Coordinate donor identification, cultivation, and stewardship events throughout the year.

- Work collaboratively with the vice president for development, other members of the development staff, and the seminary community to bring fund raising success to the seminary.
- Complete donor visit reports in a timely manner
- Complete travel expense reports in a timely manner
- Execute other duties as assigned by the Vice-President

**Success factors/job competencies:**

- Passion and belief in Garrett-Evangelical's mission
- Self-starter who is motivated by setting and achieving defined goals.
- Excellent organizational and communication skills.
- A sense of humor
- Comfort with ambiguity
- Ability to participate in all aspects of the gift cycle: 1) initiate contacts with potential major donors, 2) develop appropriate cultivation strategies for them, 3) move potential donors in an appropriate and timely fashion toward solicitation and closure, 4) make solicitations when appropriate; and 5) maintain stewardship contacts with donors.
- Proficiency with Microsoft Office and equivalent software, especially Word and Excel
- Previous experience with CRM/databases
- Ability to communicate effectively internally and externally by email and texting
- Comfort with communicating through social media channels
- Willingness to travel extensively and work some evenings and weekends.

**Physical demands and work environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee must be able to stand, walk, sit, use hands to finger, handle or feel objects, reach with hands and arms, climb stairs, bend, crawl, safely climb a step ladder up to 10 feet, and lift/move up to 50 pounds. Must be able to have repetitive wrist hand and/or finger movement to type and work on computer. Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment. The individual will regularly be required to communicate professionally in person, over the phone, and through email; and to sit, type, and stare at a computer monitor for prolonged periods.
- **Work environment:** Employee occasionally may be exposed to weather conditions prevalent at the time but work is primarily performed indoors. The noise level in the work environment is usually minimal. Occasional evening/weekend work.

**Equal Employment Opportunity:**

Garrett-Evangelical Theological Seminary does not discriminate, or permit discrimination by any member of its community against any individual, on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification prohibited by law in admissions, recruitment, financial aid, employment, housing, services, or in its educational programs or activities.

**Please send resume and cover letter to Erin Moore at [careers@garrett.edu](mailto:careers@garrett.edu).**