Chief Advancement Officer

About This Position
Reporting directly to the President of Pacific School of Religion, the Chief Advancement Officer is a member of the management team for the School, working closely with a dedicated group of educational, religious, and business professionals to guide the School under its new strategic plan and vision for the future. The Chief Advancement Officer will oversee all aspects of the School’s philanthropic programs, as well as marketing and communications, with its many and varied constituencies.

The new Chief Advancement Officer will oversee major and planned gifts, the annual fund, institutional support, stewardship, events, marketing, communications through online and print channels, and community and public relations. He or she will work closely with the President, the Board of Trustees, the Development Committee and the Alumni Association to create and execute fund development programs that will support the School’s growth and sustainability. The new Chief Advancement Officer will manage two full-time professional staff (Associate Director of Alumni and Church Relations, and the Marketing and Communications Manager), a half-time Development Associate, a Communications intern, and a Development intern, as well as a variety of contractors and vendors. Program directors who have responsibilities in fund development will also collaborate with the Chief Advancement Officer as part of their overall activities.

The ideal candidate will care deeply about how theology can shape and transform our world, within and beyond the church. The candidate will be a strong leader, comfortable in a small shop environment, who wants to guide the School to realizing its potential in philanthropy and financial sustainability.

Essential Leadership Roles and Responsibilities
• Fund Development planning and execution: develop and execute successful multi-year Fund Development and Marketing plans, including individual giving, major gifts, foundation and corporate giving, planned gifts, events, marketing and communications, and donor stewardship and systems.
• Donor and constituency relationships: identify, cultivate, solicit and steward donors, including personal solicitations of major donors, locally and outside the Bay Area; oversee programs to develop and engage alumni, and alumni families, as well as cultivation of church relationships.
• Staff and volunteer management: manage day-to-day operations of Fund Development and Marketing; manage staff, contractors, and leadership volunteers, and build their capacity to strengthen philanthropic relationships.
• Systems management: oversee use of donor database and gift processing by staff, ensure smooth functioning of donor recognition systems, reporting and stewardship.
Volunteer engagement: effectively partner with the President to build Trustee and other leadership volunteers’ abilities in major donor and institutional funder engagement.

Organization: set priorities and strategies; create a multi-year Fund Development and Marketing plan, and collaborate with other staff and volunteers to implement the plan.

Financial management: manage the Fund Development and Marketing budgets and forecasts, as well as metrics and evaluation.

Marketing and Communications: oversee the development and implementation of a Marketing plan that focuses on core messages, through a variety of face-to-face, online and social networking channels; connect with multiple constituencies, including donors, prospective donors, students, alumni, faculty, staff, and prospective students.

Branding and external relations within the greater community: identify and execute strategies for building and enhancing the School’s reputation in the community, including with external partners and organizations.

Qualifications

- Commitment to theological education focused on leadership and action in social transformation
- 8+ years of Development experience, including at least 3-5 years managing staff
- 2+ years managing Marketing staff, Marketing functions and Communications channels critical to the School’s success, and able to partner with the Admissions Director regarding Marketing and Communications needs
- 3+ years of experience working with major donors, including conducting personal solicitations, working with and coaching Trustees and leadership volunteers to conduct personal solicitations of major donors
- Track record in developing and executing successful multi-year Fund Development plans, including individual giving, major gifts, foundations and corporate giving, events, planned gifts, as well as marketing and communications strategies
- Strong skills managing staff and leadership volunteers, from Trustees to alumni volunteers
- Experience with building alumni relations programs
- Proficient with donor databases (Raiser’s Edge is currently used) and related technology, prospect research and donor metrics to further program effectiveness
- Experience with capital and endowment campaigns is very desirable
- Skilled communicator and thoughtful negotiator with good listening skills and sensitivity to diverse perspectives
- Experience in resource management, budget development and reforecasting
- Willing to undertake some travel for donor visits
- Able to approach tasks with good humor, warmth, and enthusiasm
• Comfortable with the collaborative decision-making approach of the School, and in partnering with the members of the Administrative Team
• Collegial, approachable, and invested in the success of the School
• Able to serve as counsel to and partner with the President of the School on philanthropic and marketing and communications topics
• Comfortable managing multiple projects simultaneously and meeting deadlines
• Entrepreneurial approach to finding new funding opportunities and partnerships
• Comfortable identifying and executing strategies for building and enhancing the School’s reputation in the community, including with external partners and organizations
• Bachelor’s degree required
• Additional studies or certification in philanthropy or nonprofit management are very desirable

To Apply:
Please send your resume and letter electronically, in PDF format, with the subject line “Chief Advancement Officer” to: advancement@psr.edu, or mail to: CAO Search, Pacific School of Religion, 1798 Scenic Avenue, Berkeley, CA, 94709. Applicants should also include three references (none will be contacted without permission from the candidate). This is a full-time position with competitive salary and benefits. The requirements listed above are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We fully and actively support equal opportunity for all people, regardless of race, color, religion, national origin, disability, or sexual orientation. We seek candidates with a demonstrated commitment to diversity, academic excellence, community building, and meaningful connection with historically-underrepresented groups of people and institutions.

About Pacific School of Religion: A Tradition of Boldness
Pacific School of Religion is a multi-denominational seminary and center for social justice in Berkeley, California, preparing theologically and spiritually rooted leaders for social transformation in a rapidly-changing world. The School offers a Masters in Divinity, Masters of Arts, Masters of Social Transformation, Doctor of Ministry, and Certificates in Theological Studies, Advanced Professional Studies, Spirituality and Social Change, Sexuality and Religion, and Special Studies for international students, plus a variety of non-credited certificates available to the broader community. A member of the Graduate Theological Union, the School offers its students access to special courses at all seven local seminaries. The School includes the Badè Museum of Biblical Archaeology, the Center for Lesbian and Gay Studies in Religion and Ministry, and the Ignite Institute.
Pacific School of Religion provides an education that is intellectually challenging, culturally pluralistic, and morally and spiritually enriching. The School has an academically talented and diverse student body and seeks the same in its faculty and staff. In 2016-17, the School will celebrate its 150th anniversary of progressive spiritual education. More than 220 students attend the School, representing a broad range of cultural and ethnic heritages, spiritual backgrounds, genders and sexual orientations, and hailing from all over the US and overseas. In addition to accredited degree programs, the School offers students, community members, and organizations flexible learning opportunities, fellowships, and other programs. More than 2,000 alumni are leaders in religious communities and in social change agencies in the US and around the world.