



## POSITION DESCRIPTION

Donor Relations Officer  
Richmond, VA and Charlotte, NC

**Purpose:** Union Presbyterian Seminary is seeking two dynamic and passionate Donor Relations Officers to lead our efforts in cultivating meaningful relationships with individuals, alumni, foundations, congregations, and friends of our one seminary with two campuses. This role as a steward of relationships is integral to our mission of fostering a culture of generosity, philanthropy, and stewardship within our community and across generations and constituencies that nurtures loyalty, partnerships, and legacy giving.

### Key Responsibilities

- **Relationship Building:** Develop and maintain strong relationships with donors and prospective donors. Engage with individuals, alumni, congregations, middle and higher governing bodies of the Church, and foundations to understand their philanthropic goals and how they align with the Seminary's mission.
- **Strategic Fundraising Initiatives:** Collaborate with the Advancement team to design and implement donor-centered fundraising strategies that prioritize donor loyalty and effectively engage and inspire giving across diverse constituencies.
- **Personalized Communication:** Craft compelling narratives and tailored communication materials that resonate with various donor segments and individuals. Ensure all outreach reflects the values and mission of the Seminary.
- **Donor Recognition and Stewardship:** Develop and manage a comprehensive donor recognition program to acknowledge contributions and enhance donor satisfaction. Create opportunities for meaningful engagement, including donor appreciation events and personalized follow-ups.
- **Collaboration:** Work closely with the other Donor Relations Officer and the Advancement team to coordinate fundraising, communications, and marketing efforts, ensuring alignment between donor relations and overall development strategies.
- **Data Management and Reporting:** Maintain accurate records of donor interactions and engagement activities. Utilize donor management software to track progress, analyze trends, and provide regular reports to the leadership team.
- **Events Coordination:** Plan and execute donor-related events alongside the Advancement team, including donor stewardship and cultivation activities, alumni gatherings, and seminary community outreach programs, to foster relationships and increase engagement.
- **Mentorship and Leadership:** Lead and support volunteer, donor, and alumni groups, providing guidance, training, and encouragement to cultivate their skills and contributions.

### Knowledge and Skills

- **The ideal candidates will be:**
  - **A Strategic Thinker:** Knowledgeable of fundraising principles and best practices.
  - **A Dedicated Friend:** Be committed to supporting donors to Union Presbyterian Seminary with a record of building and maintaining healthy relationships and connector of people and initiatives.
  - **A Constructive Presence:** An excellent time manager, a deep listener, a self-starter, and one who fosters a positive can-do culture.
  - **A Respected leader** among colleagues, consummate collaborator willing and able to adapt to accomplish priorities.
  - **An Education Advocate:** A critical thinker who values the education formation of leaders for the Church in the World.
- **Required:**

- Bachelor's degree in a relevant field; advanced degree preferred from an accredited college or university or theological school.
  - Outstanding interpersonal and communication skills, with the ability to articulate the Seminary's mission and impact effectively.
  - Ability to work collaboratively and foster a team-oriented environment.
  - Strong computer skills including Microsoft 365 suite of software
  - Ability to travel often, drive and manage travel expenses efficiently.
  - Confirmed aptitude to effectively communicate in multiple modalities, including print, handwritten, phone, text, email, and a variety of social media platforms.
  - Proven capacity to keep confidentialities.
- **Preferred:**
    - A degree from a theological school and the ability to think and lead theologically.
    - Minimum of 3 years of experience in fundraising, donor relations, or related areas, preferably in a nonprofit or higher education setting.
    - Proven track record of successful donor engagement, relationship building, and moves management.
    - Familiarity with donor management software and data analysis: Blackbaud's Raiser's Edge NXT.
    - Knowledge of the Presbyterian Church (USA), its polity, program, and institutions, is helpful.
    - Familiarity with Union Presbyterian Seminary.
    - Passion for theological education and commitment to the values of Union Presbyterian Seminary.

#### **What We Offer**

- This is a full-time exempt position with a competitive salary and comprehensive benefits package, including health, retirement, and generous paid time off.
- A collaborative and supportive work environment and positive culture across two campuses.
- Highly skilled colleagues in advancement, communication, data management, marketing, operations, and relationship building that work as a team.
- Opportunities for professional development and growth.
- Leadership in worship on campus and with partner congregations including presiding over the sacraments. Support for those ordained or seeking ordination.
- Mentoring, coaching, and supervision of a Certified Fund-Raising Executive as the Vice President of Advancement.

#### **Working Conditions**

These positions are full-time, exempt roles situated on both the Richmond and Charlotte campuses of Union Presbyterian Seminary. Please note that occasional evening and weekend work may be required. Note: This job description is intended to convey information essential to understanding the scope of the position and the general nature and level of work performed. It is not intended to be an exhaustive list of the position's qualifications, skills, duties, responsibilities, or working conditions. It may be modified and adjusted as needed to align with the specific needs and priorities of Union Presbyterian Seminary.

**Application Process:** Interested candidates should submit a cover letter, resume, and three references to [Lee.Hinson-Hasty@UPSem.edu](mailto:Lee.Hinson-Hasty@UPSem.edu) Application review will begin October 18, 2024 and continue until the positions are filled.

Union Presbyterian Seminary is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Join us in advancing the mission of Union Presbyterian Seminary through meaningful donor engagement and relationship building!