Vice President of Institutional Advancement

Episcopal Divinity School is a center of study and spiritual formation for lay and ordained leaders with a strong commitment to justice, compassion, and reconciliation. EDS offers several degrees and certificates in theological studies. The school operates on a $6.8 million annual budget with an endowment of approximately $60 million. Located a few blocks from Harvard Square, EDS is a member of the Boston Theological Institute, a consortium of ten theological schools, seminaries, and departments of religion.

The Vice President of Institutional Advancement (VPIA) will lead, manage, and direct a comprehensive and strategic institutional fundraising program including annual giving, major gifts, planned giving, grants, congregational giving, as well as alumni/ae relations. The ideal candidate is a proactive self-starter, an effective leader, a collaborator, a relationship builder, and a persuasive communicator.

The VPIA serves as a member of the school’s Senior Leadership Team, and will work closely with the President & Dean, Board of Trustees, and in collaboration with the faculty and others to grow the school’s philanthropy program, particularly in the area of major gifts, in preparation for a likely campaign in the next 2 – 3 years.

Reporting to the President & Dean, the VPIA will lead a team of three advancement staff, as well as work in close collaboration with the Communications and Marketing Director. The VPIA also staffs the board’s governance committee, the Committee on Trustees.

Duties and Responsibilities:

• Create and execute a strategic fundraising plan encompassing annual giving, major gifts, planned giving, foundation grants, and congregational giving, with clearly defined goals, time frames, and metrics for each revenue stream.

• Develop and maintain a portfolio of (initially) 15 – 30 major gift prospects, who have been identified as having the ability to make gifts of $50,000 or more. In collaboration with the Director of Individual Giving, provide support for the President & Dean, members of the Board of Trustees, and other senior leadership to visit prospects for cultivation, solicitation, and stewardship.

• Provide supervision and leadership to ensure close collaboration between the Director of Individual Giving and the Director of Alumni/ae and Constituent Engagement to coordinate alumni/ae programming and engagement efforts in order to build a pipeline for high-end annual fund and major and planned gifts.

• Oversee programming, engagement, and stewardship efforts to strategically engage EDS’s 2,000 living alumni/ae, as well as Episcopal parishes, our Cambridge neighbors, and other friends of the School. Oversee campus events related to development efforts.

• Prepare and monitor department budget, including financial forecasting of philanthropic revenue. Track and report progress toward fiscal year fundraising goals.
Staff the board’s governance committee, the Committee on Trustees, including providing input on, and background research for, potential trustee nominations.

**Qualifications:**

- Master’s degree preferred and a minimum 7 – 10 years of progressively successful development experience, preferably in a religious or higher education environment.
- Demonstrated success in cultivating, soliciting, closing, and stewarding five- and six-figure major and planned gifts, including development of strategies to do so.
- Experience and ability leading, managing, and inspiring staff, peers, and volunteers toward institutional priorities.
- Excellent project management skills, including planning, designing metrics to monitor performance, and ability to motivate others (as needed) to achieve goals.
- Self-starter with an entrepreneurial spirit and ability to act decisively; blend of strategic thinker and tactical execution. Resourceful, with ability to change course, when necessary.
- Strong knowledge and experience analyzing and utilizing data to identify new prospects and donor opportunities.
- Superior organizational abilities and attention to detail, with a high level of self and team accountability.
- Strong verbal and written communication skills, including public speaking, with the ability to engage diverse constituencies.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint), as well as experience with fundraising databases, particularly Raiser’s Edge.
- Ability to work evenings and weekends, as needed; ability to travel, up to 25% of the time.
- Knowledge of the Episcopal Church as well as religious and/or higher education fundraising is preferred; compatibility with the socially progressive mission of the School.

**Reports to:** President and Dean

This list is not to be considered all-inclusive. Supervisor may assign other duties as required to meet the needs and foster the mission of the School. Salary is commensurate with experience. This is a full-time position.

All employees of EDS must work collegially and cooperatively with all members of the community. Episcopal Divinity School is an EEO employer; members of underrepresented communities are encouraged to apply.

Visit www.eds.edu to learn more.

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