Title: Chief Advancement Officer
Responsible to: President
Department: Advancement
Classification: Part-time
Salary: $44,000-$55,000
Hours: 30 hrs. weekly
Start Date: March 2023

We are seeking to hire a dedicated Chief Advancement Officer to help us set direction and sustain the ministry of Pacific Theological Seminary.

Scope of Responsibilities: The Chief Advancement Officer will report to the Chief Executive Officer (CEO) and will work with the senior management team, governing board, and staff to define the organization's vision and direction for support raising and increasing the number of seminary partners. This person will be responsible for planning and implementing strategies to secure donors and contributions in support of the organization, provide oversight of the fund development program, monitor development activities, and address issues that hinder growth and success. The successful candidate possesses a combination of skills and personal attributes that project a favorable image for PTS, along with a genuineness of character that earns the trust and confidence of our friends, supporters, and the community at large.

The successful candidate should have proven experience as a fundraiser and organizational development specialist, with several years of management experience in a non-profit organization or a similar environment. This person must be motivated, able to solve complex problems, and have a passion for philanthropy.

February 15, 2023
Qualifications and Required Skills:

Minimum
- Bachelor’s Degree
- Become an active member in the Counsel for Advancement and Support of Education (CASE) or similar organization.
- Minimum of 2 years of professional experience in managing projects and teams.
- Proven track record of success in fundraising.
- Ability to work independently, as well as part of a team, in a professional and confidential manner.
- Strong interpersonal, decision making, and leadership skills.
- Analytical thinking and ability to analyze data.
- Proficient in Microsoft Office.
- Able to work some evenings and weekends when necessary.
- Occasional travel required.
- Supports the Mission and Values of Pacific Theological Seminary: Mission and Values.

Preferred
- Master’s Degree Preferred

Essential Responsibilities:
- Work with the President, Staff, and Governing Board to facilitate short and long-term strategic plans.
- Identify and address Development issues that affect the well-being and efficacy of the organization.
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization’s values, vision, and mission.
- Participate with the President and Senior management to plan the organization’s fund development course and programs.
- Manage the operational functions of the development office efficiently and oversee development activities.
- Establish a balanced mix of donor sources and fundraising programs to attract and retain donors and fundraising volunteers.
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Help to recruit, train, and motivate fundraising volunteers.

February 15, 2023
• Keep abreast of developments in philanthropy and fund development.

If interested, please email President Kent Eaton at kent.eaton@pacificseminary.org