



## **Philanthropy Officer**

### **ABOUT LOUISVILLE SEMINARY:**

Founded in 1853, Louisville Presbyterian Theological Seminary offers an inclusive and diverse learning community, welcoming students from various faith traditions and backgrounds while maintaining its long, historic commitment to the Presbyterian Church (U.S.A). Louisville Seminary is committed to building bridges across the world's religious, racial and cultural divides. Our mission is to educate people to proclaim the Gospel, to care for all, and to work for justice in communities everywhere.

Guided by our president, the Rev. Dr. Alton B. Pollard III, a devoted national board of trustees and a skilled fundraising team, Louisville Seminary is poised to create a culture of giving and gratitude by fostering relationships and engaging key stakeholders to achieve its strategic goals.

### **OPERATIONS, WORK ENVIRONMENT AND LOCATION:**

Louisville Seminary has a 38-acre property located adjacent to two of Louisville's premiere parks – Cherokee and Seneca – which were designed by preeminent landscape architect Frank Law Olmsted. LPTS serves approximately 150 students both on campus and through distance learning experiences. The seminary has 17 full-time faculty members and 40 administrator/staff members, an operating budget of over \$7.5 million and an endowment of approximately \$90 million. The campus culture is inspired by the ethos of "Whosoever;" the administration/staff is spiritually-grounded, collaborative, and committed to the seminary's vision of working towards a world where all can flourish, evidenced by the justice and mercy of God, the welcome of Jesus Christ, and the creativity of the Holy Spirit.

### **THE OPPORTUNITY – OFFICE OF PHILANTHROPY AND STEWARDSHIP:**

This is a unique opportunity to expand the fundraising activities of a well-established Louisville institution. Currently, contributions and other direct support exceed \$2.1 million each year. The primary purpose of the Philanthropy Officer is to broaden charitable support of the seminary by identifying, cultivating and soliciting new donors for annual support of our mission. The philanthropy officer will also assist with deepening relationships with key stakeholders (including alumni) for increased annual gifts as well as planned (estate) gifts. The Philanthropy Officer will help build a community of inspired philanthropists through meaningful and lasting relationships. A successful candidate will be skilled at initiating conversations with prospects

over the phone as well as in person; have experience in marketing and relationship management; work with little supervision yet meet metrics and timelines; and approach the work with a collaborative and creative spirit.

### **PRIMARY RESPONSIBILITIES:**

The Philanthropy Officer will serve as an important member of the Philanthropy and Stewardship team, focusing on identifying, cultivating and soliciting annual gifts among new potential donors, as well as marketing planned giving opportunities to key stakeholders. Reporting to the Vice President of Philanthropy and Stewardship, this person will develop creative strategies to attract supporters from audiences outside of the seminary's traditional donors, actively manage a portfolio of select annual donors as well as manage a burgeoning planned giving program. Duties vary, and may include, but are not limited to, the tasks listed below:

- Identify and cultivate relationships with new potential supporters, developing a pipeline among audiences that better reflect the seminary's mission, student body and faculty.
- Create a planned giving marketing plan to cultivate planned giving prospects, particularly alumni.
- Maintain the planned giving/legacy recognition society, creating an appropriate stewardship plan to maintain ongoing relationships with donors who have made planned giving commitments.
- Build meaningful and productive relationships with longtime supporters to link their passion for Louisville Seminary to increased philanthropic support.
- Achieve a comprehensive understanding of Louisville Seminary's mission and vision, values and culture to effectively communicate verbally and in writing to donors and prospects. Work with LPTS communications staff to ensure consistent and compelling messaging.
- Engage current donors and influential connectors to grow our circle of influence by hosting cultivation events or recommending friends and acquaintances.
- Set performance goals for assessment, cultivation, solicitation, and stewardship. Then, meet or exceed annual metrics.
- Record activity and information in Raiser's Edge (donor database). Produce activity reports as needed.
- Apprise donors of the impact of their contributions.
- Join and attend professional groups and educational sessions as needed; keep abreast of current trends.
- Champion philanthropy across LPTS and share experience and ideas to meet overall department goals and grow the philanthropy pipeline.

### **MINIMUM QUALIFICATIONS**

- 2 to 5 years of experience in fundraising, marketing, sales, or relationship management.
- Bachelor's degree in related field.

- Or any combination of education and experience equivalent to the above minimum requirements.

### **POSITION QUALIFICATIONS, SKILLS & CHARACTERISTICS**

- Commitment to the mission, values and success of Louisville Seminary. Passion for theological education, nonprofit leadership, vibrant faith communities, racial equity, or mental health.
- Superior communication skills, both written and verbal, and strong attention to detail and accuracy.
- Ability to inspire and motivate donors, volunteers, and staff.
- Familiarity with fundraising mechanics such as writing contact reports, gift proposals, briefings and strategy documents, prospect research and identification.
- Willingness to travel (15-25%) and spend the majority of work time in prospect/donor engagement.
- Personal qualities of integrity and collegiality.
- Proven ability to handle sensitive information with confidentiality, professionalism and discretion.
- Ability to prioritize and reassess in a fast-paced environment.
- Attention to detail and timeline-oriented.
- Computer knowledge in Excel, Word, Outlook and database applications. Experience with Raiser's Edge database a plus.
- Ability to promote and maintain a positive work environment.

### **COMPENSATION AND BENEFITS**

Louisville Seminary is committed to providing our employees an environment that is inspiring, creative and respectful. We offer competitive pay and an excellent benefits program, which includes an 11% retirement plan (403b) contribution, and college tuition assistance after one year of service. LPTS is prepared to offer a competitive starting salary in the range of \$45,000-\$50,000, commensurate with experience. Benefits include medical, dental, and vision insurance, and company paid short- and long-term disability, as well as paid time off for vacations and holidays. LPTS embraces a flexible work schedule.

Louisville Seminary is an equal opportunity employer and does not discriminate on the basis of gender, race, age, creed, sexual orientation or any other protected class.

### **CONTACT**

Email resume and cover letter to Anne Monell, Vice President Philanthropy and Stewardship, [Imonell@lpts.edu](mailto:Imonell@lpts.edu). No phone calls please. Deadline to apply: August 15, 2022.

All inquiries will be kept strictly confidential.