



## **Meadville Lombard Theological School Director of Development**

Meadville Lombard Theological School, a Unitarian Universalist graduate theological institution located in the South Loop of Chicago, is currently seeking a full-time Director of Development.

Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive and deeply committed to teaching and learning for social justice and transformation. Meadville's innovative education model is a low residency program grounded in service learning and a two year integrated internship. Students travel to Chicago four times a year for learning convocations and intensives in addition to regular contact with faculty and students through a variety of standard technology formats, including social media. The successful candidate must have competency in functioning in a multi-racial, multicultural and theologically diverse learning and work environment.

Reporting directly to the President, the Director of Development is a full time 12-month exempt position. The Director has responsibility for planning, guiding, and evaluating the development efforts of the School in fundraising, event planning, grant writing, and alumni affairs.

The Director must be able to think strategically and practically to create, implement and evaluate a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Key components of this plan should include goals, strategies, and timetables for major and capital gifts, an endowment campaign, alumni giving, planned giving, and matching gifts, and should include a complementary focus on prospecting and tactics to build key relationships with alumni and friends as well as community and denominational partners.

This position supervises a part-time Development Assistant.

Responsibilities of this position include but are not limited to:

- Provide effective leadership and oversight for the School's advancement program, working collaboratively with the President, board members, faculty and staff
- Hire, supervise, train and evaluate institutional advancement staff as may be approved by the President and Board. Encourage professional development among staff.
- Provide regular reporting on advancement activities, particularly progress toward fundraising goals, to the President and the Vice President for Finance and Administration.
- Prepare and submit recommendations for the institutional advancement budgets during the School's annual budget process and manage the budgets.
- With the assistance of the President, develop and maintain a five-year strategic plan for the fund raising program and update annually.
- Provide assistance to the President on all matters pertaining to his role in the development program, including identifying, cultivating, soliciting, and securing leadership gifts. Provide input, strategy and management for a selected number of leadership gift prospects assigned to the President. Serve as a key member of the school's donor solicitation team.

- Serve as the President's liaison to the Board's Development Committee and provide support for individual board members who are assigned to major gift prospects for the purpose of cultivation and solicitation.
- Provide oversight and management of capital campaigns including relationships with off-site consultants, volunteer committee members, and campaign-specific vendors.
- Manage a foundation and individual giving prospect pool – develop relationships with prospects and donors that lead to increased investment in School. Develop and maintain a dynamic planned giving program.
- Ensures effective work practices in financial accounting and reconciliation, database management, gift recording, donor acknowledgement and stewardship.
- Maintains records on current and prospective donors.
- Lead or assist in grant writing activities as appropriate.
- Plan, direct and execute programs in concert with the Alumni Board of Directors to help meet the School's fundraising and alumni relations goals.
- Collaborate with the Director of Communications to create and develop effective messaging and communications for donor cultivation, fundraising, and alumni relations.
- Collaborate with the Sr. Director of Enrollment and Student Affairs to develop and execute plans to raise funds for scholarships.
- Collaborate with the Director of the Fahs Collaborative to develop and execute fundraising plans.

### **Job Qualifications:**

- Demonstrated strategic and tactical communications and marketing skills, and a record of accomplishment in applying them in an academic, nonprofit, or knowledge-based organization.
- Facility with internet applications, social media and familiarity with other emerging communication innovations and a willingness to learn new applications.
- Proficiency in both verbal and written communication with strong English and grammar skills.
- Proficiency with MS Office
- Ability to communicate effectively about Unitarian Universalism and theological education.
- A track record of successful project and budget management including experience in directing and managing multiple projects simultaneously.
- Demonstrated facility with market positioning and competitive analysis.

- Demonstrated leadership and interpersonal skills with a successful record of building consensus and exhibiting collaborative work style.
- Some weekend and/or evening work required.
- Approximately 30% travel.

Bachelor's degree required; advanced degree a plus. Minimum of three to five years of progressively responsible experience in a related administrative position, preferably in a higher education environment, or an equivalent combination of education and experience is required.

Preference will be given to candidates who have knowledge of Unitarian Universalist theology, culture and practices.

The successful applicant will have a commitment to the importance of theological education and liberal ministry, be well-organized, have strong and effective time management and organizational skills, and be a self-starter. This position requires someone who will exercise a high level of discretion and have the ability to collaborate with diverse groups of individuals and situations with a high degree of tact and good judgment. Ability to function as a team player in a fast-paced culture along with dependability, a sense of humor and a good deal of enthusiasm is important.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

Meadville Lombard Theological School is an Equal Opportunity Employer and encourages women, persons of color, and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff.

Meadville Lombard Theological School offers a competitive salary and benefits package including spouse/partner/family insurance options.

Interested applicants should submit

- a cover letter detailing why you are interested in this position,
- a resume,
- contact information for three professional references

By email to:

Cindi Redman, Vice President, Finance and Administration  
Meadville Lombard Theological School  
[credman@meadville.edu](mailto:credman@meadville.edu)

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Position open until filled.

We thank all applicants in advance for their interest, however,  
ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.