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Assistant Director of Donor Guidance

Location: Chicago, IL	FLSA: Non-exempt
Department: Advancement	Type: Part-time – 20hrs
Reports To: President	Salary Range: \$24 - \$28/hour

Meadville Lombard Theological School, located in the Loop of Chicago, is seeking a part-time Assistant Director of Donor Guidance who will be a crucial player in the institution's success.

A graduate theological institution rooted in the Unitarian Universalist tradition, Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard's innovative education model is a low residency program grounded in service learning and integrated internships.

Students travel to Chicago twice a year for learning convocations and intensives and regular contact with faculty and students through various technology formats. The successful candidate must be competent in a multiracial, multicultural, and theologically diverse learning and work environment.

Job Summary

Reporting to the President, the Part-Time Assistant Director of Donor Guidance is primarily responsible for developing, planning, and implementing strategies to secure financial support from a portfolio of donor prospects, including alums, friends, and other constituents. The role involves strategic fundraising initiatives, including annual giving, gift planning, and special projects.

Responsibilities of this position include but are not limited to:

- Articulates fundraising priorities and related messaging
- Ensures annual fundraising campaigns occur on time and schedule
- Executes major gift prospect cultivation and discovery campaigns
- Provides extraordinary stewardship to existing donors and alums with a focus on existing planned donors, multi-year commitment donors, and recurring (monthly) donors
- Performs other duties as regularly assigned

Minimum Qualifications

The Assistant Director will possess a bachelor's degree, preferably in Business Administration, Communications, Non-Profit Management, or a related field. Have at least two years of professional experience in fundraising, development, or related field, preferably in an educational or non-profit setting. A proven track record of fundraising success, successfully managing campaigns, and engaging a community of motivated supporters is required. Experience working with major donors and securing major gifts is a plus. The Ability to plan, organize, and coordinate fundraising activities effectively and

develop good working relationships with colleagues, volunteers, and donors. Excellent communication and presentation skills, both written and verbal. Proficiency in Microsoft Office Suite and fundraising databases. Works collaboratively with other team members and volunteers for a unified approach to donor relations. Knowledge of tax laws that impact charitable giving, personal assets, and estates. In addition, a commitment to the mission and values of the institution.

The preferred applicant will commit to the importance of theological education and liberal ministry and its missions, be a well-organized problem-solver, and have solid and effective time management and organizational skills in handling multiple projects, priorities, and deadlines. Must be a detail and strategic thinker and a self-starter. This position requires someone who can work independently, exercise high discretion, and collaborate with diverse groups of individuals and situations with a high degree of tact and good judgment. The ideal candidate should demonstrate computer proficiency, including Microsoft Office, fluency with internet applications, and a willingness to learn new applications. The ability to function as a team player in a fast-paced culture, dependability, a sense of humor, and enthusiasm are essential.

Preference will be given to candidates who have knowledge of Unitarian Universalist theology, culture, and practices, although all beliefs are accepted.

HOW TO APPLY

Meadville Lombard Theological School offers a competitive salary and benefits package, including spouse/partner/family insurance options. Meadville Lombard 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 faculty, administration, and staff diversity.

Interested **applicants should submit a cover letter, resume, and diversity statement** (which may include your interpretation of diversity, inclusion, and gender equity and must include specific examples of how your educational and professional experiences, background/philosophy has prepared you for this role) to Philip Pena, Vice President of Finance and Administration, ppena@meadville.edu. Open until filled; apply by **October 13, 2023**, for best consideration.

The position is based at the Chicago Loop office, conveniently within walking distance of public transportation. We thank all applicants in advance for their interest. However, **ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**