



**MEADVILLE  
LOMBARD**  
THEOLOGICAL SCHOOL

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Chicago, IL 60601

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[meadville.edu](http://meadville.edu)

## **Director of Development**

(Salary range: \$80,000 — \$85,000)

Located in Chicago, IL

Meadville Lombard Theological School, located in the Loop of Chicago, is currently seeking a full-time Director of Development who will be a key player in the success of the institution.

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 two times a year for learning convocations and intensives in addition to regular contact with faculty and students through a variety of technology formats. The successful candidate must have competency in functioning in a multi-racial, multicultural, and theologically diverse learning and work environment.

### **POSITION**

The Director of Development is an engaging, experienced professional with a high degree of initiative and follow-through, committed to advancing the school's mission through development. Possessing a personal and professional commitment to social impact, this leader is driven to utilize their fundraising skills for short-term and long-term impact. Reporting directly to the President, the Director of Development is a full-time 12-month exempt position. The Director has the responsibility for planning, guiding, executing, and evaluating the development efforts of the School in fundraising, event planning, grant writing, and alum affairs. This position supervises a full-time Development Assistant.

Working collaboratively with the Board, administration, the Director of Communications, faculty, and staff to build relationships that support the mission of Meadville Lombard, The Director is expected to exhibit cultural competency and the ability to operate/thrive in a multiracial, multicultural, and theologically diverse learning and work environment.

### **JOB SUMMARY**

The Director must be able to think both strategically and pragmatically to create, implement, and evaluate a comprehensive and results-oriented development plan that includes traditional and innovative strategies. Opportunities to expand overall support include major gifts, endowing facets of the school, alum giving, and planned giving. Additionally, the Director will hold a complementary focus on prospecting and tactics to forge and deepen connections with alums and friends, as well as with community and denominational partners.

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.
- Provide regular reporting on advancement activities, particularly progress towards annual and targeted fundraising goals, to the President and the Vice President for Finance and Administration.
- With the assistance of the President, develop and maintain a five-year strategic plan for the fundraising program with annual updates.
- 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 and active member of the school's donor solicitation team.
- Serve as the President's liaison to the Board's Advancement Team and provide support for individual board members who are assigned to major gift prospects for the purpose of cultivation and solicitation.
- Regularly collaborate with Communications, Student Affairs, Lifelong Learning, and other directors to create and develop effective messaging and communications for donor cultivation, fundraising, and alum relations.
- Provide direction, oversight, and management of fundraising campaigns and initiatives including relationships with off-site consultants, volunteer committee members, and campaign-specific vendors.
- Manage the foundation and individual giving prospect pool; develop relationships with prospects and donors that lead to increased investment in the School. Develop and maintain a dynamic planned giving program.
- Ensure effective work practices in financial accounting and reconciliation, database management, gift recording, donor acknowledgment, and stewardship.
- Ensure proper maintenance of records on current and prospective donors.
- Lead or assist in grant writing activities as appropriate.
- Plan, direct, and execute programs in collaboration with the Alum Association officers to help meet the School's fundraising and alum relations goals.
- Prepare and submit recommendations for the institutional advancement budgets during the School's annual budget process and manages the Development Office budget.

## QUALIFICATIONS

The successful Director of Development candidate will have a demonstrated passion for the core values and social justice focus of Meadville Lombard and a competency in functioning in a multiracial, multicultural, and theologically diverse learning and work environment.

They are a well-organized self-starter, with strong and effective time management and organizational skills. This position requires someone who will exercise a high level of discretion and can collaborate with diverse groups of individuals and situations with a high degree of tact and good judgment. The ability to function as a team player in a fast-paced culture along with dependability, a sense of humor, and enthusiasm are important. Preference will be given to candidates who have knowledge of Unitarian Universalist theology, but UUA membership is not required.

The successful candidate will have:

- Demonstrated fundraising experience with success.
- Demonstrated strategic and tactical communications and marketing skills, and a record of accomplishment in applying them in an academic, nonprofit, or knowledge-based organization.
- Demonstrated professional and personal commitment to areas of equity, diversity, and inclusion.
- Facility with 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 and fundraising databases.
- Ability to communicate effectively about theological education and its contribution to society.
- 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 a collaborative work style.

**This position is located in Chicago, IL.** It requires approximately 30% travel and some weekend and/or evening work.

Bachelor's degree required; advanced degree a plus. A minimum of five years of progressively responsible experience in a related 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 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.*

#### **HOW TO APPLY**

Meadville Lombard Theological School offers a competitive salary and benefits package, including spouse/partner/family insurance options. Membership in the local AFP chapter will also be covered. 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 the diversity of its faculty, administration, and staff.

Interested applicants should submit a cover letter and resume to Lisa Kopecky, Interim Vice President of Finance and Administration, at [lkopecky@meadville.edu](mailto:lkopecky@meadville.edu).

Open until filled; apply by February 11, 2023, for best consideration.

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

[January 12, 2023]