



## PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

### GIFTS OFFICER, SEMINARY ADVANCEMENT

#### INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ.

Pittsburgh Theological Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

#### POSITION SUMMARY

Pittsburgh Theological Seminary (PTS) seeks a full-time **Gift Officer** who reports to the **Senior Director of Development** and Donor Engagement. This role is responsible for managing relationships with major gift prospects who have the capacity to make leadership-level The Roots Fund/major gifts.

The Gifts Officer is charged with developing and implementing strategies to secure philanthropic support from a portfolio of approximately **150 prospects**. Responsibilities include identifying, qualifying, cultivating, soliciting, and stewarding major gifts from alumnae/i, friends, and other supporters of **Pittsburgh Theological Seminary**.

The Gift Officer both independently and as part of the Advancement Unit, collaborating closely with colleagues across the Seminary—including Academic Affairs, Finance, Neighborhood Collaborative, and Student Services—to advance institutional priorities and strengthen the culture of philanthropy at PTS.



## **ESSENTIAL RESPONSIBILITIES**

### **Fundraising, Portfolio Management**

- Manage a portfolio of active gift prospects and develop, implement, and execute individualized cultivation and solicitation strategies. Ensure consistent engagement through in-person meetings, virtual meetings, phone calls, written correspondence, campus visits, Seminary events, and other gatherings.
- Meet or exceed annual fundraising and activity goals, which may include 100–120 in-person or virtual prospect meetings; submitting 10–20 major-gift proposals; securing leadership-level The Roots Fund/major gifts.
- Exercise sound judgment in portfolio management, including prospect identification and qualification, cultivation planning, proposal development, and stewardship.
- Effectively manage travel time and travel/entertainment budgets to maximize donor engagement.

### **Advancement Travel**

- Handle travel planning independently, including use of a Seminary purchasing card and timely reconciliation of expenses according to Seminary policies.

### **Strategic Engagement and Collaboration**

- Prepare timely briefing materials, contact reports, cultivation, and solicitation strategies, written proposals, and donor correspondence. Process gift commitments promptly and ensure accurate documentation within the Seminary's database.
- Work independently and demonstrate initiative in establishing and nurturing relationships with potential donors, including alumnae/i, friends, and other supporters of Pittsburgh Theological Seminary.
- Collaborate collegially with Advancement colleagues, faculty, senior administrators, Board of Directors, and volunteers to plan and implement strategies for donor cultivation, solicitation, and stewardship.

### **Office Support**

- Perform other duties as assigned to advance the mission and fundraising goals of Pittsburgh Theological Seminary.

## **QUALIFICATIONS/REQUIREMENTS**

- Strong analytical and communication skills (both written and verbal).
- Excellent organizational abilities, including the identification of priorities, managing multiple projects, and working cooperatively with others in a fast-paced team environment.



- High level of emotional intelligence and strong interpersonal skills are a must in order to work effectively with new and existing donors.
- Comfort with a variety of databases, digital tools, and fundraising systems.
- Successful applicants should possess a full complement of administrative skills, including the ability to compile information, analyze data, and prepare written materials, with a working knowledge of Microsoft Office Suite, particularly Word, Excel, and PowerPoint.
- A creative approach to organizational systems and a proven willingness to be flexible while paying careful attention to details and deadlines.
- Ability to operate as a proactive “prospector” who supports Seminary-wide donor discovery, cultivation, engagement, and pipeline development.
- An entrepreneurial, solution-oriented mindset, with a track record of exceeding goals and expectations.
- Strong organizational, project management, multitasking, and leadership skills.
- Ability to work independently while following established Seminary policies.
- Impeccable integrity and a commitment to professional ethics.
- Sensitivity to and appreciation for the Seminary’s diverse community and a commitment to treating all individuals with dignity and respect.

## **EDUCATION/TRAINING/EXPERIENCE**

### **Required**

- Bachelor’s degree from an accredited institution of higher education
- Valid driver’s license
- Ability to travel regularly to meet with donors and attend Seminary events locally, regionally, and out-of-state
- Commitment to the mission and vision of Pittsburgh Theological Seminary.

### **Preferred**

- Educational or professional experience within a theological, church, or judicatory setting preferred.
- Three to five years of demonstrated success in personal solicitation, ideally within theological education, higher education, faith-based nonprofits, or similar mission-driven organizations.
- Experience cultivating, soliciting, and stewarding donors with the capacity to make leadership level The Root Funds/major gifts, gift planning basics, and standard fundraising practices, policies, and methodologies.



## **WORK ENVIRONMENT**

Hybrid: in office three days per week (T-Th); remote work two days (M & F).

Travel 65% - 75%

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also conforms to all applicable federal, state and local laws and regulations relating to equal employment. No person shall be discriminated against in hiring, discharge, promotion or benefits because of race, color, sex, cultural background, national origin, religion, veteran's status, non-job-related disability, or any other classification protected under applicable law.

## **TO APPLY**

Interested candidates should submit a cover letter, a current resume, and the names and contact information for three references to [careers@pts.edu](mailto:careers@pts.edu). References will not be contacted without permission.

Review of applications will begin on May 13, 2026 and the role is anticipated to start on June 22, 2026. However, applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.