INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters' and advanced degrees as well as certificate programs. Pittsburgh 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:

Under the direction of the Director of Development, performs a wide variety of advancement initiatives for the purpose of identifying and soliciting the best prospects for giving to both the Annual Fund and designated purposes. Manages computer databases and acknowledgement system related to donor and constituent relations. Assists with constituent events and communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Database Maintenance
- Maintain data integrity within Jenzabar, the Seminary's donor Customer Relationship Management (CRM) system.
- Develop and maintain internal policies and procedures to ensure the quality and integrity of the Development database.
- Strategize and manage implementation of data services, determining the best use of Jenzabar's features.
- Maintain constituent digital and hard copy records and ensure all biographical and gift information is appropriately obtained and kept up-to-date.
- Identify opportunities for systems integration for improved data quality and streamlined data entry.

Gift Entry, Donor Stewardship & Reconciliation
- Process all gifts received via mail, credit card, online, EFT, and securities transfer.
- Manage the processing of gifts from matching and employee contribution campaign programs.
- Enter gifts into database with appropriate coding and prepare back-up gift documentation.
- Produce timely and accurate acknowledgement letters, tax receipts, and endowment reports.
- Generate pledge payment reminders and reports.
- Plan and execute donor recognition events and other communications to cultivate relationships with donors.

Reporting And Other Functions
- Work with IT to produce reports for accurate reconciliation with the Finance department.
- Work with IT to develop accurate internal and peer benchmarking reports.
- Assist with prospect research.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

Annual Fund
- Assists with preparing direct mail appeals, Phonathon, Day of Giving, and Crowdfunding projects.
- Provides logistical assistance for alumni events such as reunions and off campus gatherings.
- Assists Director of Alumni and Church Relations with developing a robust program for soliciting and stewarding churches.

Office Support
- Prepares documents for Board meetings.
- Takes minutes during Advancement Committee meetings.
- Assists with travel arrangements and expense reports.
- Performs other duties as assigned.

QUALIFICATIONS/REQUIREMENTS:

- Self-motivated individual who can work independently and as part of a team in a highly-collaborative environment.
- Strong analytical and problem-solving skills.
- Exceptional verbal and written communication skills.
- Must possess an excellent customer service orientation that includes good listening and empathy skills.
- Exceptional judgment skills.
- Ability to proactively organize and prioritize work, resolve problems, and simultaneously manage multiple priorities to ensure goals are met.
- Ability to manage resources to achieve project goals within time and budget constraints.
- Consistently demonstrates respect for inclusion, diversity, and ethics.
- Ability to handle confidential and highly sensitive information appropriately and with integrity.
- Proficiency with Microsoft Office Suite (Word, Excel, Access, PowerPoint, Outlook).

EDUCATION/TRAINING/EXPERIENCE:

- A bachelor's degree, along with at least 5 years of experience in Development in a non-profit and/or educational institution.
- At least 3 years of experience with Jenzabar and/or comparable CRM system.
- Experience adhering to the highest standard of professional ethics, complying with APRA's Statement of Ethics and ethics policies set forth by CASE, AFP, and similar organizations.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

JOB LOCATION:

616 North Highland Avenue, Pittsburgh, PA 15206

EQUAL EMPLOYMENT OPPORTUNITY:

Pittsburgh Theological Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. The Seminary also complies with all applicable federal, state, and local laws and executive orders relating to equal opportunity in employment.

EXPECTATION FOR ALL EMPLOYEES:

Support the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered.

Abide by the current laws and organizational policies and procedures designed and implemented to promote an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.

TO APPLY:

Interested candidates should provide a cover letter, resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the DATABASE AND DONOR SERVICES search at careers@pts.edu.

We will begin review of applications immediately. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.