



**PITTSBURGH THEOLOGICAL SEMINARY**  
**DIRECTOR OF DEVELOPMENT**  
**JOB POSTING**

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**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.

Pittsburgh Seminary is fortunate to have recently completed a successful capital campaign which included our largest bequest to date. These funds, along with others, are now supporting the work of the new strategic plan which includes innovations in the areas of collaboration, access, resources, and diversity. Over the years, the Seminary has been prudent with spending from its endowment, which is now one of the largest among all free-standing seminaries.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The Director of Development ("Director") reports to the Vice President for Institutional Advancement and works closely with the Director of Communications and the Director of Alumnae/i and Church Relations, along with other members of the Advancement team. The Director will initially supervise 1.5 staff members.

Primary Responsibilities:

**Annual Fund**

The Director will plan, implement, and evaluate all of the specific programs and activities associated with the Seminary's annual fund. These programs include direct mail, telemarketing, Days of Giving Programs, crowd funding initiatives and personal solicitation of leadership annual donors and prospects. Annual fund activities included initiatives aimed at alumni/ae, friends, churches and local foundations. The Director will personally manage a portfolio of donors capable of making leadership annual gifts of \$1000 or more.

**Donor Services**

The Director will oversee the work of advancement services including gift processing and acknowledgement, data base maintenance, donor research and stewardship. In conjunction with other Advancement staff, the Director will be responsible for producing all annual endowment reports to donors and grant status reports to foundations. The Director will implement any donor events on campus and will oversee the development of a prospect identification, research and assignment system. The Director will work closely with IT staff to ensure the integrity of the database and consider additional technology resources for the Advancement function.



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**ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):**

**Planned Giving**

The Director will develop, execute, and lead a comprehensive program focused on generating and stewarding new planned gifts from a broad constituency in support of Pittsburgh Theological Seminary. The Director will provide strategic direction and long range/short range planning for all areas related to the growth of the planned giving program, including: personal contact and moves management for a portfolio of planned giving donor prospects; development and implementation of a comprehensive marketing/communications strategy; and development and management of policy-related functions to ensure accuracy and reporting of all giving vehicles solicited.

**Major Giving**

The Director will work with the President and Vice President of Institutional Advancement to identify, cultivate and solicit major gifts for the Seminary. The Director will conduct discovery visits and prepare briefing materials and proposals for major gift solicitations.

**QUALIFICATIONS / REQUIREMENTS:**

- At least five (5) years of recorded achievement in fundraising, relationship-building, and strategic programming, including experience in one or more of the following areas: capital campaigns, annual giving, planned giving, major gifts, and identifying and targeting donor communities.
- Team builder with strong skills in management, leadership, and assessment who has demonstrated an ability to teach, coach, and mentor staff, students, and volunteers.
- Enthusiastic supporter of Pittsburgh Theological Seminary's particular mission, programs, and ethos.
- Bachelor's degree required.

*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.



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**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, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Vice President for Institutional Advancement Search Committee at [developmentsearch@pts.edu](mailto:developmentsearch@pts.edu).

The search committee will begin its 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.