



PITTSBURGH THEOLOGICAL SEMINARY
VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
JOB POSTING

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 Vice President for Institutional Advancement reports to the President, is a member of the President's Cabinet, and is responsible for all fundraising, alumni and church relations, and marketing and communications activities at the Seminary.

Primary Responsibilities:

In cooperation with the President and the members of the Board of Directors, the Vice President will develop and implement a comprehensive and fully integrated advancement program. Responsibilities include:

- Forming a productive relationship with the President that deepens the culture of philanthropy in all areas related to fundraising, communications, and constituent relations.
- Leading and developing staff in the areas of major gifts, foundation relations, annual fund, alumni and church relations, database management, and marketing and communications.
- In conjunction with the President, maintaining a portfolio of major donor prospects for cultivation, solicitation, and stewardship.
- Annually creating and executing strategic fundraising and constituent engagement plans with clearly defined goals, time frames, and measurements of effectiveness.
- Preparing division budgets and monitoring and ensuring fiscal responsibility in all operations.
- Working collaboratively with administrators, governing Board members, faculty, staff, alumni, donors, and community leaders through relationship-building and strategic program development.
- Serving as an articulate spokesperson, in both personal and public settings, for the Seminary's mission, vision, and accomplishments, and working to further cultivate and strengthen support for the Seminary from external constituencies.



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QUALIFICATIONS / REQUIREMENTS:

- Strong leader with a passion for and commitment to theological education, preferably with experience in theological or Christian higher education or Christian not-for-profit organizations.
- Enthusiastic supporter of Pittsburgh Theological Seminary's particular mission, programs, and ethos.
- Experienced manager of marketing, communications, and public relations functions of a complex organization.
- Team builder with strong skills in management, leadership, and assessment who has demonstrated an ability to teach, coach, and mentor staff, students, and volunteers.
- Successful leadership and demonstrated record of achievement in fundraising, relationship-building, and strategic programming, including capital campaigns, annual giving, planned giving, major gifts, grants, and identifying and targeting donor communities.
- Master's degree or higher preferred.

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, 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 advancementsearch@pts.edu.

The search committee will begin its review of applications on June 22, 2017. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.