



an evangelical seminary in the Anglican tradition

Job Listing: Senior Director of Advancement

Trinity School for Ministry ([TSM](#)) is an evangelical seminary in the Anglican tradition that forms Christian leaders for mission. Since its founding in 1976, TSM has sought faculty and staff who were both deeply committed Christians and professionally gifted.

All TSM staff members are expected to be committed to Jesus Christ, to TSM's [vision, purpose, and values](#) and to affirm the TSM [Statement of Faith](#).

Department: Advancement

Reports to: Dean President

Time Requirement: Full-time salaried position

Job Summary: The Senior Director is to lead the advancement efforts of the school and to work closely and collaboratively with the Dean President in communicating the seminary's vision and implementation of TSM's strategic plan. The Senior Director serves as the chief fundraising officer with responsibility to collaboratively set and achieve specific fundraising goals to support the operational and project gift income needs, including donor development. This position oversees and manages a team of employees working in the areas of development, communications, and public relations.

Specific Accountabilities:

- responsible for major giving including the development of major gift solicitation strategies, identification of new major gift prospects, cultivation of major gifts by building valuable relationships with prospects through personal visits, growth of major gift donor stewardship, and deepening of relationships with current major donors;
- assume responsibility for deepening relationships and soliciting gifts through visits and phone calls to alumni, churches, and potential recruits;
- creation of comprehensive list of potential foundation and grant prospects;
- preparation of proposals, grant applications, and reports;
- design fiscal year modules of fundraising initiatives and trip visitations;
- develop news ways to tell TSM's story in accordance with the strategic plan and in cooperation with the Dean/President;
- develop and report metrics for face-to-face solicitations and discovery visits;

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- provide oversight and accountability to development staff and Directors of Annual Giving, Special Projects, Alumni Relations, and Marketing, Publications and Public Relations;
- preparation of weekly department reports for Dean's Cabinet meeting;
- communication of fundraising progress and program growth with TSM's Board of Trustees, Advancement Committee, and Dean's Cabinet;
- preparation and presentation of reports to the Board of Trustees and Advancement Committee detailing fundraising strategies, goals, and performance.

Knowledge, Skills, and Abilities: High relational capital and comfort with making major gift asks; ability to write and speak persuasively; knowledge of, and experience with, development work; high energy level; ability to think strategically; ability to analyze results.

Qualifications: Bachelor's Degree in related field; active Christian faith; passion for and commitment to the mission of TSM; proven success in fundraising and development; experience in all aspects of development; growing and sustaining annual gifts; cultivating major donors and bequests; event design and execution; capital campaign feasibility; design, execution, and preparation of communication materials; development staff management experience; willingness to travel as needed.

Preferred Qualifications: [Anglican](#) in faith; development experience in a faith-based organization and/or theological higher education institution; public speaking comfortability and experience.

Salary and benefits: Salary is competitive and commensurate with experience. Benefits include healthcare, dental, and vision coverage; health reimbursement account; life insurance; 15% employer contribution to pension plan, and employee funded supplemental pension plan.

To apply: Qualified individuals are encouraged to apply by submitting a cover letter, resume, and three letters of recommendation to Elaine Lucci, HR Administrator, at elucci@tsm.edu, by October 3, 2022; the position will remain open until filled.

A full job description may be found [here](#).