



PACIFIC SCHOOL OF RELIGION (PSR)

Position Title: Associate Advancement Director

Department: Office of Institutional Advancement (OIA)

Reports to: Chief Advancement Officer

The Associate Advancement Director is an essential member of the Office of Institutional Advancement team at Pacific School of Religion (PSR) and reports to the Chief Advancement Officer. This highly visible position is responsible for managing alumni/ae and church relations; partnering with the Chief Advancement Officer to execute an annual fund program, assist in identifying donors and developing cultivation, solicitation, and stewardship strategies; working with the Alumni Council to manage the alumni awards nomination process, develop and execute comprehensive engagement strategies and programs that will provide opportunities for alumni/ae to offer professional expertise and volunteer service in support of enhancing the PSR network among a diverse community of over 2,200 alumni/ae. The Associate Advancement Director will collaborate with Admissions and Enrollment, faculty, and staff to create and maintain pathways for alumni participation that advance the goals of PSR. The Associate Advancement Director will be responsible for significant engagement efforts with our current denominational partners as well as other faith traditions. This position will require travel to meet with alumni/ae, churches, and attend denominational conferences and gatherings.

Essential Duties and Responsibilities:

Alumni Affairs

- Responsible for all aspects of alumni/ae relations and programs, including developing relationships with alumni/ae through personal visits, a monthly e-newsletter, and other communications that will lead to long-term connection with PSR's Advancement programs.
- Collaborating with the Chief Advancement Officer on cultivation, solicitation, and stewardship strategies for Alumni/ae giving.
- Coordinating alumni/ae visits and special events with the travel plans of the President, Chief Advancement Officer, Dean, and faculty as it relates to Alumni Affairs and Advancement activities.
- Serving as staff liaison to the Alumni/ae Council, with responsibility for Alumni/ae and Friends Banquet, Earl Lecture, national and regional alumni/ae events, alumni/ae awards, and other related alumni/ae activities.
- Coordinating student/alumni/ae programs and activities in conjunction with Community Life and Spiritual Care and the Dean's office.
- Recruiting and managing Alumni/ae volunteers for specific Alumni/ae events.

Church Relations

- Coordinating all Church Relations program, activities and giving campaigns including attending and exhibiting at denominational conferences and gatherings, in conjunction with Admissions staff.
- Coordinating and managing Seminary Sundays: a PSR outreach to regional and national churches where PSR faculty, staff and alums preach in their local churches and share information about PSR.
- Meeting with alumni/ae pastors to deepen our engagement with partner congregations and Alumni/ae.

Annual Fund

- Managing administrative systems and functions for OIA, including gift processing, donor acknowledgements, and reporting.
- Working with Development Associate to generate reports on all aspects of fundraising, and donor tracking.
- Coordinating and working with Enrollment office on scholarship donors and recipients.
- Working with the Chief Advancement Officer on overall strategy for the Annual Fund appeal and execution of Annual Fund mailings.
- Implementing a program of on-line solicitations in collaboration with Marketing and Communications Department.
- Overseeing stewardship, and reporting for Annual Report.

Communications

- Working with Marketing and Communications office on web and print publicity of Annual Fund goals, successes, special opportunities, and Alumni/ae stories.
- Working with the CLGS and Ignite Institute Directors on mailings and coordination of specific Center appeals.
- Consulting with Communications staff on PSR website as it relates to Alumni/ae and Annual Fund.
- Coordinating with Communications staff, develop and produce on-line, print, and social media communications, news items, newsletters, bi-annual magazine regarding Alumni/ae.

Supervision

- Supervise the Development Associate, and student workers when applicable.

Desired Qualifications:

- M.Div. or equivalent
- Minimum of three years of experience in alumni/ae affairs, external affairs, fundraising, or church relations
- Commitment to racial, gender, sexual orientation, and economic justice and ability to work effectively in a multicultural and diverse community
- Demonstrated organizational and management skills

- Public Speaker
- Self-starter; self-motivated
- Ability to coordinate multiple projects and priorities with quick efficiency, giving careful attention to detail
- Strong interpersonal, verbal, and written communication skills
- Familiarity with local churches and denominational structures
- Volunteer recruitment and retention experience
- Experience using social media i.e. Facebook, Twitter, LinkedIn to communicate with alumni/ae
- Proficient with personal computers and technology, especially MS Office Suite
- Experience using Raiser's Edge
- Must have access to a car on a regular basis to meet with alumni/ae, and participate in various events
- Must have a current driver's license and acceptable driving record
- Must be able to travel overnight

Details:

Compensation Package:

Salary commensurate with experience. Excellent benefits package, and free parking.

Apply to:

Candidates should submit a cover letter, resume, and salary requirements to jobs@psr.edu.

About Pacific School of Religion:

Pacific School of Religion (PSR) is a progressive, multidenominational seminary and center for social justice that prepares spiritually-rooted leaders to work for the well-being of all people. Rooted in the Christian tradition, PSR is home to a vibrant and diverse community of faculty, staff and students from a wide range of spiritual, religious, and cultural backgrounds. Reflecting the interreligious and multiethnic reality of the world, PSR develops and connects individuals engaged in faith-based leadership and social activism through rigorous scholarship, practical training and immersive fieldwork, preparing them for ongoing service including pastoral ministry, non-profit and civic leadership, and public policy. PSR is a member of the Graduate Theological Union (GTU), an interfaith consortium of seminaries and institutes in the San Francisco Bay Area. PSR is a non-profit founded in 1866 and is located in Berkeley, California.

PSR is an Equal Opportunity Employer. Believing that diversity contributes to academic excellence and to rich and rewarding communities, PSR is committed to recruiting and retaining a diverse faculty, staff and student body. We seek candidates, particularly those from historically under-represented groups, who work furthers diversity and who bring to campus varied experiences, perspectives, and backgrounds.