

STARR KING SCHOOL FOR THE MINISTRY
2441 LeConte Ave. Berkeley, CA 94709
(510) 845-6232 www.sksm.edu

Vice President for Advancement

This position reports to the President

40 hours a week

Monday through Friday

Salary commensurate with experience

Position open until filled

JOB DESCRIPTION

Starr King School for the Ministry, recognized as a leader in progressive theological education, is in search for its next Vice President of Advancement. The successful candidate will shape and implement a comprehensive fundraising program as well as recruit and develop talented team members with the goal of significantly increasing donor involvement, commitment, and giving. In partnership with the President, the successful candidate will also help forge new relationships to build the school's visibility, impact, and financial resources.

Duties and Responsibilities:

- Advance the mission, vision, and short and long-term goals of the School in concert with the President, senior colleagues, and Board of Trustees.
- Work closely with the President in all phases of her advancement and campaign leadership activities.
- Serve as a key member of the Executive Team and maintain close working relationships with members of the Board of Trustees, key alumni, and friends of the School.
- Maintain a dynamic portfolio of the school's top prospective donors, expand and diversify the School's donor base, and secure significant major capital and planned gifts.
- Develop new programs and partnerships and participate in strategic decisions to strengthen the financial resources of the School.
- Ensure dynamic processes in all phases of donor qualification, cultivation, solicitation, and stewardship.
- Be active and involved in the advancement profession and keep Starr King School for the Ministry visible among higher education peer institutions.
- Embody values of caring, compassion, justice, integrity, competence, and affirmation.
- Treat members of the campus community with fairness, dignity, and respect - seeking a spirit of unity and harmony to achieve a common mission.
- All other duties as assigned by the President.

Travel is required: the Vice President must be willing to travel extensively in his or her work

with donors and as a representative of the School.

Knowledge, Skills, and Abilities:

The successful candidate possesses a demonstrable record of accomplishment in advancement with a proven track record of fundraising success, especially with campaign planning, execution and asks from top prospective donors. Strong organizational, supervisory, and leadership capabilities are required, as is a flexible and adaptable style. Exemplary interpersonal skills are essential, as is the ability to engage and maintain long-term relationships with volunteers and donors. The person must embody the school's counter-oppressive, multi-religious, student-focused values, and be conversant with and passionate about Unitarian Universalist values and principles.

Education and Experience:

Bachelor's degree is required and master's degree is preferred. Candidates must demonstrate considerable experience as a senior level advancement professional in higher education and/or religious organizations. The ability to work effectively with many diverse constituencies in a university environment should be evident. Other important characteristics include a strong work ethic, high standards for excellence, personal integrity, emotional intelligence, strong professional boundaries, a sense of humor, excellent communication skills, strategic thinking and planning skills, and a creative attitude. Evidence of a commitment to lifelong learning and professional growth is also required.

Reports to:

The President of the School

Collaborates with:

- Executive Team (Provost, Dean of Faculty, Dean of Students and Finance and Administration Director)
- Trustees and other volunteers
- Leadership of the Graduate's Association

This job description is intended as a guide for the performance of your job and it is not a contract of employment. The School retains the discretion to modify this job description at any time.

Please submit your resume to:

Anita Narang, Finance and Administration Director

Starr King School for the Ministry

2441 LeConte Ave.

Berkeley, CA 94709

Email: Employment@sksm.edu (pdf or MS Word documents only, please)

FAX: (510) 845-6273

NO TELEPHONE CALLS PLEASE. Please submit your resume by May 11, 2015. We would like to thank everyone in advance for applying; however, only those candidates selected to be interviewed will be contacted.

About Starr King

Starr King School for the Ministry educates Unitarian Universalist (UU) ministers and progressive religious leaders for society. Starr King's distinctive educational approach is rooted in the UU values of countering oppressions, cultivating multi-religious life and learning, and creating just and sustainable communities. Using a student-centered participatory learning model, Starr King aims to educate the whole person in the service of love, compassion, and justice.

For more information about the school, please visit our website: www.skism.edu

Starr King School for the ministry is an Equal Opportunity Employer. Persons from traditionally under-represented populations are especially encouraged to apply.