

Job Posting



Position	Department	Reports to	FTE	FLSA Class
Director of Development	Advancement	Executive VP of Advancement	1.0	Exempt

Grace College and Seminary makes employment opportunities available to all applicants and employees without regard to race, color, sex (except where sex is a bona fide occupational qualification), pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category. Grace College and Seminary is a Christian religious-affiliated organization and, as such, is permitted religious exemptions set forth in Title VII of the Civil Rights Act of 1964.

Scope of Responsibilities: The Director of Development will be responsible for identifying, cultivating, soliciting, and stewarding a portfolio of donors for Grace College and Seminary.

General Responsibilities:

1. Responsible for requesting major gifts of \$10,000-\$25,000+ from alumni and friends.
2. Manage relationships with approximately 125 donors and prospective donors.
3. Work collaboratively with advancement staff to engage groups of potential donors by affinity (i.e., department graduates, athletics, seminary, alumni council).
4. Work collaboratively with and in support of volunteers, other development and advancement staff, and other College representatives to cultivate donor interest for college-wide priorities.
5. Visit an average of 15 donors and donor prospects per month. Travel required
6. Arrange individual appointments for College leadership, when appropriate.
7. Provide feedback for Advancement strategies, goals, and plans.
8. Handle travel arrangements according to budget guidelines as necessary to visit donors and donor prospects.
9. Perform other duties as assigned.

Qualifications:

Minimum:

1. Bachelor's degree in business, communication, pastoral, or leadership.
2. Must be able to demonstrate a high level of interpersonal skills that are consistently above average.
3. Should demonstrate independent working skills by being self-motivated.
4. Being flexible in all work-related areas.
5. 3 plus years of fundraising experience.
6. A proven understanding of the essential components of advancement work and development officer functions.
7. The ability to communicate the mission and vision of Grace College and Seminary.
8. Proven organizational skills, and the ability to meet deadlines, set and manage expectations, and translate goals into achievable steps.
9. Effective oral and written communication skills.
10. A basic understanding of fundraising data base software and data management.
11. Strong Christian faith, commitment and volunteer service experience.

Preferred:

1. To have formal credentials as a fundraiser
2. Proven track record of major donor fundraising
3. A working knowledge of the institution's constituency profile.

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Status: Full Time; Exempt

A completed employment application, resume, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 10/14/2025