



# Job Posting

| Position                | Department  | Reports to                    | FTE | FLSA Class |
|-------------------------|-------------|-------------------------------|-----|------------|
| Director of Advancement | Advancement | Vice President 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 Advancement has the primary responsibilities of strategizing all fundraising communication and activities and overseeing the research and reporting of information that is necessary for the successful operation of the development office at Grace College & Grace Theological Seminary. This includes oversight of Raiser’s Edge database, donor tracking, donor research, and donor stewardship.

## General Responsibilities:

### A. Duties:

1. In cooperation with the President and Vice President of Advancement, serve as the primary campaign manager (communications, events, strategy, stewardship).
2. Coordinate and execute all advancement efforts related to communication, fundraising events, and stewardship initiatives.
3. Oversee the development and implementation of the annual giving strategy, to grow the Grace Fund and engage new donors and alumni of all generations.
4. Ensuring compliance with all relevant regulations, laws, ethical principles, and standards of professional conduct for fundraising; the institution’s policies and procedures; and accountability standards to donors.
5. Proficient as a system administrator for our current computer software programs.
6. Work with Financial Aid and Business office to manage donor stewardship process for scholarships and ensure donor stewardship.
7. Plan and coordinate marketing of annual giving opportunities and stewardship of the President’s Circle.
8. Assist gift officers (President, Vice President, and Regional Directors) in creating planned giving presentations.
9. Prospect and data management; providing and tracking information through reports and queries; coordinating data management with the Data Specialist; coordinating the development team in prospect management by maintaining current tracking information regarding major gift prospects.
10. Oversee research on prospective donors to the development staff, the president, and key volunteers. Research will be conducted through public information sources on the internet and in libraries and government agencies, by working with development files and staff as well as networking with key volunteers when appropriate.
11. Develop and provide oversight for policies and procedures for the Advancement Division. This includes gift acceptance policy, gift agreements, travel policy and other like policies and procedures.
12. Perform other duties as assigned.

### B. Supervision:

1. Supervise full-time and part-time staff as well as student employees. This includes interviewing, hiring, training, planning, assigning and directing work, coaching, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.



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2. Must have a mindset of mentoring and supporting employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

## Qualifications:

### A. Minimum:

1. Bachelor's Degree in business, communication or related field.
2. High level of proficiency in database management, spreadsheets, and word processing.
3. Interpersonal skills
4. Proven understanding of the essential components of advancement work and development office functions.
5. A highly competent enabler of people with a collaborative, team-building management style that builds relationships, evokes trust, and leads to accomplishment of the institutional vision.
6. Proven organizational skills, and ability to meet deadlines, set and manage expectations, and translate goals into achievable steps.
7. Effective oral and written communication skills.
8. Strong Christian faith, commitment and volunteer service experience.

### B. Preferred:

1. An active participant in professional advancement associations.
2. A working knowledge of the institution's constituency profile.
3. Progressive responsibilities in higher education or non-profit fundraising.
4. Experience with Raiser's Edge database.
5. Experience with donor research.

## 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](mailto:employment@grace.edu).

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