Job Title:	Advancement Officer for Major & Legacy Giving (Hybrid)
Department:	Institutional Advancement
Reports to:	Vice President for Institutional Advancement
Direct Reports:	None
FLSA Status:	Exempt
Salary Range	Grade 18 – Min $85,077 to Max $119,129
How to Apply	Employment Opportunities - Austin Seminary

Job Summary

The Advancement Officer for Major & Legacy Giving secures transformational support for Austin Presbyterian Theological Seminary through major and planned gifts. Reporting to the Vice President for Institutional Advancement, the Officer manages a portfolio of up to 120 major and legacy giving constituents and leads the Seminary's full planned giving program, including bequests, planned gift vehicles, the legacy society, and estate administration.

The ideal candidate is an experienced major and planned gifts officer who understands the motivations of mainline Christianity and appreciates the value of theological education and the Seminary's Presbyterian-Reformed tradition. This position requires relational depth, technical knowledge of charitable gift planning, sound judgment with sensitive donor and family matters, and a self-motivated desire to learn and grow.

Essential Functions and Responsibilities

Major Gift Portfolio

- Manage a portfolio of up to 120 major and legacy giving constituents, serving as a point of contact and trusted adviser.
- Identify, qualify, cultivate, solicit, and steward major gift prospects using disciplined moves-management practices.
- Develop individualized strategies and written proposals for major gifts to the annual fund, endowment, and institutional priorities.
- Receive high-capacity donors identified by the Advancement Director for Annual Giving and other Advancement staff, and coordinate transitions to ensure continuity of relationships.
- Partner with the Vice President, the President, and other Seminary leaders in the cultivation and solicitation of principal and major gift prospects.
- Meet annual goals for portfolio contacts, visits, solicitations, and dollars raised, as set by the Vice President.
- Maintain accurate records of donor contacts, strategies, and outcomes in the donor database.

Legacy and Planned Giving

- Lead the Seminary's planned giving program, including bequests, charitable gift annuities, charitable remainder trusts, retirement plan and beneficiary designations, and gifts of real estate and other non-cash assets.
- Identify and cultivate donors with planned giving potential, and document bequest and other planned gift intentions.

- Develop and oversee the legacy society, including member recognition, communications, and stewardship events.
- Partner with Marketing and Communications on planned giving marketing and educational materials.
- Work with donors' professional advisers, including attorneys, financial planners, and trust officers, to structure gifts that meet donor goals and Seminary policies.

Estate Administration and Gift Agreements

- Manage the administration of realized bequests and estate gifts, working with executors, trustees, the Business Office, and legal counsel through settlement.
- Prepare gift agreements and endowed fund agreements in collaboration with the Vice President and the Business Office.
- Ensure planned gifts comply with the Seminary's gift acceptance policies and applicable laws, and consult outside counsel on complex gifts as needed.
- Partner with the Associate Director of Advancement Services to ensure accurate recording and reporting of planned gift intentions, expectancies, and realized gifts.

Collaboration and Events

- Participate in the planning, execution, and follow-up of development events in partnership with Advancement staff.
- Collaborate with the Advancement Associate for Stewardship on recognition and stewardship of major and legacy donors.

Recommended Minimum Qualifications

Education: Bachelor's degree required; advanced degree preferred. Equivalent combination of education and professional experience will be considered.

Certifications/Training: Certified Fund Raising Executive (CFRE), Chartered Advisor in Philanthropy (CAP®), or planned giving certification preferred.

Experience: Minimum of five years of fundraising experience, including demonstrated success closing major gifts and working knowledge of planned giving vehicles and estate administration, preferably in higher education or a faith-based nonprofit environment.

Special Requirements/Skills

- Demonstrated appreciation for mainline Christianity and a deep commitment to the mission of theological education and the Seminary's Presbyterian-Reformed tradition.
- Broad cultural competency, with a working understanding of diverse faith traditions represented within and beyond the Seminary community.
- Proven record of cultivating, soliciting, and closing major and planned gifts.
- Working knowledge of charitable gift planning, including tax implications of planned gift vehicles.
- Exceptional oral, written, and interpersonal communication skills, including comfort discussing estate and financial matters with donors and their families.
- Sound judgment, professionalism, and the ability to use discretion and maintain confidentiality.
- Driven to meet goals and key performance indicators.

- Excellent organizational skills, with the ability to manage a portfolio and multiple priorities.
- Proficiency with Raiser's Edge NXT, planned giving software, and Microsoft 365.
- Valid driver's license and reliable transportation.

Schedule and Work Location

This is a full-time, exempt position. Austin Seminary operates on a 4:1 hybrid schedule, consisting of four days in the office and one day remote. Regular on-site presence is required. The position requires evening and weekend availability in support of donor visits, development events, and institutional priorities. Travel of up to 40% is required, primarily within the five-state region of Texas, Oklahoma, Arkansas, Louisiana, and New Mexico, and beyond as needed.

Physical Demands and Environmental Conditions

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- Regularly required to sit, speak, and hear.
- Frequently required to stand and walk.
- Occasionally required to use hands for typing, handling, or reaching; and to stoop, kneel, or crouch.
- Occasionally required to lift and/or move up to 10 pounds.
- Expected to report to an assigned office or designated work location on a regular basis, as required.
- Regularly required to attend meetings or events, including evenings and weekends.
- Required to travel by automobile and air, including frequent overnight travel.
- Required to have vision abilities including close vision, peripheral vision, depth perception, and the ability to adjust focus.

Job Competencies

To be successful in this role, the individual must demonstrate proficiency in the following competencies at the required level:

- Attendance and Punctuality
- Attention to Detail
- Adaptability
- Communication
- Computer Literacy
- Integrity
- Problem Solving
- Quality Focus
- Results Orientation

- Strategic Thinking
- Stress Management
- Teamwork and Collaboration
- Technical Proficiency
- Sound Judgment

Legal & Compliance Notices

Equal Employment Opportunity

Austin Presbyterian Theological Seminary is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable law.

Faith-Based Employment

As a faith-based institution, Austin Seminary reserves the right, where permitted by law, to prefer candidates who affirm and support our Christian values and mission in alignment with the Seminary's Presbyterian-Reformed tradition.

Americans with Disabilities Act (ADA)

The Seminary will provide reasonable accommodations to qualified individuals with disabilities to enable them to perform the essential functions of their job. Employees or applicants requiring accommodations are encouraged to contact Human Resources.

At-Will Employment

Employment with Austin Seminary is at-will. This means that either the employee or the Seminary may terminate the employment relationship at any time, with or without cause or notice, unless otherwise provided by written agreement.

Job Description Disclaimer

This job description is intended to describe the general nature and level of work performed. It is not intended as an employment contract, nor does it list every duty, responsibility, or qualification required. Additional duties, responsibilities, or qualifications may be assigned as needed.

I acknowledge that I have read and understand the essential job functions, physical and environmental demand requirements.

_____ _____

Employee Name **Employee Signature**

_____

Date