Job Title:	Advancement Officer for Annual Giving, Foundation & Congregation Relations (Hybrid)
Department:	Institutional Advancement
Reports to:	Advancement Director for Annual Giving
Direct Reports:	None
FLSA Status:	Exempt
Salary Range	Grade 16 Min $64,274 to Max $89,942
How to Apply	Employment Opportunities - Austin Seminary

Job Summary

The Advancement Officer for Annual Giving, Foundation & Congregation Relations builds deep and diverse relationships that sustain the annual support of Austin Presbyterian Theological Seminary. Reporting to the Advancement Director for Annual Giving, the Officer manages a portfolio of up to 120 annual fund constituents and leads the Seminary's relationships with foundations and congregations, including the full grant cycle from research and proposal through reporting and renewal.

The ideal candidate is an experienced fundraiser and strong writer who understands the motivations of mainline Christianity and appreciates the value of theological education and the Seminary's Presbyterian-Reformed tradition. This position requires collaboration, excellent written and verbal communication, and a self-motivated desire to learn and grow.

Essential Functions and Responsibilities

Annual Giving Portfolio

- Manage a portfolio of up to 120 annual fund constituents, serving as a point of contact and trusted adviser.
- Build affinity through consistent communication, visits, and meetings, and invite and steward gifts to the annual fund.
- Meet annual goals for portfolio contacts, solicitations, retention, and dollars raised, as set by the Advancement Director for Annual Giving.
- Identify portfolio donors with major or planned giving potential and refer them to the Advancement Director for Annual Giving for moves management.
- Maintain accurate records of donor contacts, strategies, and outcomes in the donor database.

Foundation Relations

- Research, identify, and qualify foundation prospects whose priorities align with the Seminary's mission and strategic plan.
- Manage the foundation grant cycle, including letters of inquiry, proposals, budgets, and required narrative and financial reports.
- Maintain a grants calendar that tracks deadlines, deliverables, and renewals.
- Coordinate with faculty, program staff, and the Business Office to gather program information and financial data for proposals and reports.

Congregation Relations

- Cultivate and steward relationships with congregations, sessions, mission committees, and presbyteries that support or may support the Seminary.
- Prepare and submit requests to congregations and congregational mission committees, and ensure timely acknowledgment and reporting.
- Partner with Alumni Relations to engage alumni pastors and their congregations in support of the Seminary.
- Represent the Seminary at congregational visits, presbytery gatherings, and related events as appropriate.

Collaboration and Events

- Participate in the planning, execution, and follow-up of development events in partnership with the Advancement Director for Annual Giving and Advancement staff.
- Contribute to annual appeals and direct response campaigns as assigned.
- Collaborate with the Advancement Associate for Stewardship and Advancement Services to ensure accurate gift records, acknowledgment, and donor recognition.

Recommended Minimum Qualifications

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

Certifications/Training: Fundraising or grant-writing certification preferred. Training in donor database management strongly considered.

Experience: Minimum of three years of fundraising experience, including demonstrated success in grant writing or foundation relations, preferably in higher education or a faith-based nonprofit environment. Experience with congregations and church mission committees strongly considered.

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.
- Working knowledge of the Presbyterian Church (U.S.A.) and its congregations, presbyteries, and synods strongly preferred.
- Broad cultural competency, with a working understanding of diverse faith traditions represented within and beyond the Seminary community.
- Exceptional writing skills, with the ability to produce clear, compelling, and accurate proposals and reports.
- Strong oral, interpersonal, and relationship-building skills.
- Driven to meet goals and key performance indicators.
- Ability to use discretion and maintain confidentiality.
- Excellent organizational skills, with the ability to manage multiple deadlines.
- Proficiency with Raiser's Edge NXT 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 may require evening and weekend availability in support of development events, congregational visits, and institutional priorities. Travel of up to 25% 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.
- Occasionally required to attend meetings or events, including evenings and weekends.
- Required to travel by automobile and air, including 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
- 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