



**Position Title:** Director of Annual Fund  
**Department:** Institutional Advancement  
**Supervisor:** Vice President for Institutional Advancement  
**FLSA Status:** Exempt  
**Date Revised:** 04/2024  
**Organization:** Seminary of the Southwest  
**Salary:** \$80,000 - \$95,000

Location: 501 E. 32nd Street, Austin, Texas, 78705

**Job Summary:**

Seminary of the Southwest is seeking a passionate and experienced Director of Annual Fund to lead the development and implementation of comprehensive strategies for annual giving programs. The successful candidate will play a crucial role in engaging donors, alumni/ae, and supporters to advance the mission of the institution and secure vital financial resources.

**Key Responsibilities:**

1. Develop and execute annual fundraising campaigns: Create and implement strategic plans to achieve fundraising goals, including setting targets, identifying key fundraising initiatives, and evaluating progress against goals.
2. Donor cultivation and stewardship: Cultivate and steward relationships with donors, alumni, and friends of the seminary. Create personalized strategies for engagement and work to deepen relationships to increase donor retention and support.
3. Manage annual giving campaigns: Create, coordinate, and execute annual giving campaigns, including direct mail, online giving, and special appeals. Oversee the production of fundraising materials and communications.
4. Data analysis and reporting: Utilize data and analytics to inform fundraising strategies and guide decision-making. Produce regular reports on fundraising progress and provide analysis to assess performance in collaboration with the Database Manager.
5. Volunteer engagement: Recruit, train, and manage volunteers to support annual giving efforts, including donors, alumni, and other stakeholders. Provide support and guidance to volunteers to maximize their effectiveness.
6. Collaborate with advancement team: Work closely with the advancement team to align annual fund strategies with overall fundraising and institutional goals. Coordinate efforts with major gifts, planned giving, alumni relations, and other fundraising initiatives.
7. Planned giving and donor recognition: Identify opportunities to transition annual fund donors into planned giving and major gifts. Implement donor recognition programs to acknowledge and steward donors.

8. Budget management: Develop and manage the annual fund budget, ensuring that resources are allocated effectively to support fundraising activities and initiatives.
9. Records management: Record, track, evaluate, segment, manage, research, update, donor records within the institutional CRM system. Produce research and briefings upon request summarizing, detailing, and outlining donor profiles for internal information purposes.
10. Other duties as assigned by the Vice President for Institutional Advancement.

Qualifications:

1. Bachelor's degree; advanced degree or fundraising certification preferred.
2. Minimum of 3-5 years of experience in annual fundraising, donor relations, or related field, preferably in higher education or nonprofit sector.
3. Demonstrated success in meeting annual fundraising goals and implementing effective strategies to engage donors and increase giving.
4. Proven ability to develop and manage fundraising campaigns, including direct mail, online giving, and other solicitation methods.
5. Demonstrated writing, editing, and proofreading skills for related fundraising content.
6. Strong communication and interpersonal skills, with the ability to build and maintain relationships with a diverse range of stakeholders.
7. Experience in data analysis and proficiency in using fundraising software and CRM systems to track and report on fundraising activities.
8. Ability to work independently and collaboratively in a team environment, with a high level of initiative and self-motivation.
9. Commitment to the mission and values of Seminary of the Southwest, and a passion for advancing theological education and spiritual formation.

**Submit application and cover letter to: Ms. Kaye Warren at [kaye.warren@ssw.edu](mailto:kaye.warren@ssw.edu)**

The Director of Annual Fund will have the opportunity to make a meaningful impact on the future of Seminary of the Southwest by engaging and inspiring the seminary community to invest in its mission and vision. This position offers a competitive salary and benefits package, as well as the chance to work in a dynamic and supportive environment committed to excellence in theological education, counselor education, and leadership development. If you are a dedicated fundraising professional with a passion for higher education and spiritual formation, we encourage you to apply for this exciting opportunity.

Salary commensurate based on experience.

Work location is on-site at Seminary of the Southwest's campus in Central Austin, but may be flexible with up to approximately 20% remote working opportunities per week where feasible and mutually agreed in advance. A generous benefits package includes health, dental, health savings account, employer-funded retirement savings plan contribution, plus paid personal, federal, and most Christian religious holidays off.

Seminary of the Southwest is an equal opportunity, affirmative action employer and is deeply committed to the principles of equity, diversity, and inclusiveness and seeks to create a pluralistic community for all staff, faculty, and students. Minorities, women, and individuals with disabilities are encouraged to apply.