

# **Wisconsin Lutheran Seminary**

## **Director of Mission Advancement**

### **Position Description**

#### **Description**

The director of Mission Advancement is responsible for implementing strategic initiatives to support the mission of Wisconsin Lutheran Seminary (WLS) according to principles of Christian stewardship.

#### **Functions**

- Develop, nurture, and maintain relationships with donors
- Help donors offer Christ-centered major and planned gifts
- Ensure that donors' gifts are properly recorded and gratefully acknowledged
- Oversee mailings and other campaign appeals
- Participate in training opportunities provided regularly
- Work with seminary administration to identify gift opportunities to be shared with donors
- Oversee coordination of donor and public relations events
- Cultivate grant-writing opportunities and serve as a resource to campus departments in the grant-writing process

#### **Relationships**

- Responsible to the president of the seminary through the director of WELS Ministry of Christian Giving (MCG)
- Serve as the point of contact and coordination between the seminary and the MCG and the ministerial education mission advancement offices
- Work closely with the administration and business office in promoting the mission of the seminary.
- Supervise the work of the mission advancement coordinator

#### **Qualifications**

- Bachelor's degree preferred
- Active member of a WELS congregation
- Self-starter, able to work independently
- Excellent interpersonal relationship abilities, including strong oral and written communication skills
- Able to travel regularly to meet with donors
- Solid computer skills, including an aptitude for word processing and database applications
- A team player, eager to work with others on shared responsibilities

#### **Compensation**

- Full-time salaried position requiring a minimum of 40 hours per week
- Salary based on WELS Called Worker Compensation Guidelines
- Benefits include group health plan, worker's compensation, long-term disability, pension, and paid vacation