

## **DIRECTOR OF MISSION ADVANCEMENT**

### ***Brief Summary of Position***

Reporting to the Dean, the full-time Director of Mission Advancement will oversee all aspects of the Office of Mission Advancement at St. Tikhon's Orthodox Theological Seminary located in South Canaan, Pennsylvania.

Responsibilities include:

- Annual giving initiatives (direct mail, corporations, foundations, parishes, online, events, stewardship, alumni programs, etc.);
- Major and planned giving programs and prospect research;
- Capital campaign efforts, as necessary;
- Administration (i.e., case for support, annual plan and master calendar, budgets, database, and policies/procedures); and
- Reporting of department efforts to Dean, Rector, and Board of Trustees.

The goal is to raise \$1 million+ annually by encouraging incrementally higher levels of giving from various constituents connected to the Seminary.

### ***Qualifications and Attributes***

- Familiarity with the Orthodox Faith, core values, and practices or willingness to learn;
- A commitment to the mission and teachings of the Seminary;
- Five to seven years of experience with a successful track record of leading fund development/mission advancement efforts to progressively higher levels of success;
- A minimum of a Bachelor Degree required (philanthropy, communications, business administration, marketing, etc.); Master's degree is preferred;
- CFRE a plus;
- Excellent oral/written communication and relationship-building skills;
- Strong computer skills required and fundraising database/software experience is a definite plus; and
- Proficiency in Microsoft Word, Excel, PowerPoint, and Publisher; Experience working in GoogleDocs helpful.

To apply, please forward a cover letter, resume, three references, and three writing samples to [dmiller@zielinskico.com](mailto:dmiller@zielinskico.com) or [www.linkedin.com/pub/dawn-m-s-miller-cfre](http://www.linkedin.com/pub/dawn-m-s-miller-cfre).

*For more information about St. Tikhon's Orthodox Theological Seminary, please visit [www.stots.edu](http://www.stots.edu).*