



## POSITION ANNOUNCEMENT

### **Title:** *Advancement Officer or Senior Advancement Officer*

Princeton Theological Seminary is seeking a talented fundraising professional to join our Advancement Team. This role can be filled at either a Senior or Mid-level, depending on the candidate's experience and qualifications.

### **Position Summary:**

Princeton Theological Seminary, a vibrant scholarly community committed to forming Christian leaders for the church and the world, invites applications for the position of **Senior Advancement Officer or Advancement Officer**. This key member of the Advancement team will lead and execute strategies to secure major and planned gifts in support of the Seminary's bold strategic vision. This position reports to the Senior Vice President for Advancement, Marketing and Communications

The **Senior Advancement Officer** will cultivate and steward a portfolio of individuals with the capacity to make leadership-level commitments (\$10,000–\$100,000+ or more) to advance institutional priorities such as student scholarships, faculty excellence, theological innovation, campus master planning, and community engagement.

The **Advancement Officer** is a frontline fundraiser responsible for identifying, cultivating, soliciting, and stewarding gifts from alumni, friends, and key stakeholders in support of Princeton Theological Seminary. This role emphasizes building and deepening relationships with individuals capable of making leadership-level gifts (\$10,000–\$100,000+), as well as advancing the Seminary's strategic priorities through personal engagement and institutional representation.

### **Core Responsibilities:**

#### **Portfolio Management and Donor Engagement**

40% time

- Cultivate and manage a dynamic portfolio of at least 150 rated prospects, engaging in strategic solicitation, and stewardship efforts.
- Conduct 10–15 face-to-face or virtual prospect visits per month to build and deepen relationships that lead to philanthropic support.

- Maintain comprehensive and timely records of donor interactions using Salesforce, the Seminary's CRM platform. Ensure data quality and strategic use of donor analytics to drive results. Regularly utilize Salesforce to track portfolio activity, document interactions, identify trends, and inform strategy
- Ensure the highest level of care and responsiveness to donor needs, communications, and recognition.

### **Strategic Solicitation**

20% Time

- Design and execute customized strategies for each donor and prospect, including annual, capital, endowed, and planned gifts.
- Prepare proposals, correspondence, and materials to inspire investment in Seminary priorities, including scholarships, global engagement, theological research, and campus initiatives.
- Partner with Seminary faculty, Trustees, senior leaders, and volunteers in cultivation and solicitation efforts.
- Promote data-informed fundraising strategy and performance measurement across team operations

### **Pipeline Development**

10% Time

- Collaborate with the Director of the Annual Fund to guide strategy, messaging, and campaign execution.
- Leverage Annual Fund performance and data to identify, cultivate, and transition prospective major donors
- Ensure that annual giving programs serve as a critical feeder into the broader comprehensive campaign and donor pipeline

### **Collaborative Fundraising**

20% Time

- Partner with Seminary leadership, faculty, Trustees, and volunteers to advance major donor engagement. Provide strategic and logistical support to institutional partners for donor meetings and campus visits.
- Coordinate with Advancement colleagues on integrated campaigns, donor communications, and cross-departmental strategies.
- Contribute to long-term planning for major gift programs and campaign readiness efforts.
- Partner with Advancement Services to ensure data integrity, timely reporting, and actionable insights
- Participate in cross-functional initiatives such as campaign planning, faculty travel amplification, and advancement communications strategy. Contribute to Advancement-wide goals and Seminary-wide initiatives.

### **Event Participation and Institutional Representation**

10% Time

- Collaborate with Director of Alumni Engagement to plan and participate in events on campus and in key regions.
- Represent the Seminary at key institutional events—including Reunions, lectures, donor gatherings, and regional Seminary-hosted events—as a frontline ambassador.
- Engage and support key volunteers in event participation and institutional

## **Qualifications and Competencies:**

### **Education and Experience:**

- Bachelor's degree required; advanced degree or theological training is a plus.
- Years of Relevant Experience in successful major gift fundraising experience, ideally within higher education, theological education, or a mission-driven nonprofit.
  - Advancement Officer - Minimum of 5 years
  - Senior Advancement Office - Minimum of 10 years
- Demonstrated track record of securing five- and six-figure gifts through relationship-based fundraising.
- Familiarity with planned giving strategies and donor-advised funds is desirable.
- Knowledge of and experience with CRMs, Salesforce is a plus.
- Knowledge of data analytics is an asset.

### **Skills and Attributes:**

- Deep appreciation for theological education and the mission of Princeton Theological Seminary.
- Exceptional interpersonal and communication skills, with the ability to engage individuals across diverse backgrounds, denominations, and regions.
- Strategic thinker with high emotional intelligence, discretion, and integrity.
- Motivated self-starter with the ability to work independently and collaboratively in a complex institutional environment.
- Proficiency Microsoft Office Suite is expected.
- Willingness to travel regularly and participate in occasional evening and weekend events.

### **Salary range and Benefits:**

- Senior Advancement Officer: \$110,000-140,000
- Advancement Officer: \$80,000-115,000
- Benefits include Medical, Pharmacy, Dental, Vision, Life, Disability, Defined Contribution Pension (403b), Employee Assistance Program, Tuition Reimbursement and generous paid time off.

**About Princeton Theological Seminary:** Founded in 1812, Princeton Theological Seminary is the second-oldest seminary in the United States and a leading center for Reformed theological scholarship and formation. With world-class faculty, a global alumni network, and the second-largest theological library in the world, Princeton Seminary exists to form Christian leaders who serve Christ's mission in congregations, the academy, nonprofits, and the wider world.