



Westminster Seminary California

Position Announcement: Development Office Manager

Full-time, 12-month, non-exempt

Review of Applications: July 15 – 31, 2017

Anticipated starting date: September 1, 2017

Position Description

Under the direction of the Vice President for Advancement, the Development Office Manager is responsible for the organization and co-ordination of office operations, procedures and resources to support Westminster Seminary California's constituent relations, marketing and fundraising objectives. He/She performs a variety of administrative, clerical, and public relations duties while maintaining the highest level of confidentiality.

Primary Duties and Responsibilities

- Receive, accurately record, and process donations and gifts to the seminary on a daily basis
- Prepare Deposit Reports for checks received (weekly, monthly, and end of fiscal/calendar year)
- Send donor "thank you" letters and communicate by phone with donors when appropriate
- Prepare reports on constituents and donors as required
- Coordinate logistics (e.g. purchase orders, fulfillment mailing of "Into the Word" and other programs)
- Oversee and delegate tasks for fulfillment of mailings (annual fund appeals, invitations, etc.), whether with contracted vendors or with staff and volunteer help
- Plan and support the execution of Advancement Department events, including management of the Annual Conference in January
- Participate in the development and execution of the Advancement Department strategic plan, including communication and marketing strategies
- Assist Advancement team with scheduling of travel, accommodations and logistics as needed
- Maintain and promote confidentiality where appropriate

Education and Experience

- Bachelor's degree or equivalent plus two years' progressively-responsible work experience
- Ability to comprehend and apply principles of fundraising and organizational advancement
- Accuracy and careful attention to detail

- Excellent organizational and time management skills and the ability to work independently to accomplish departmental and organizational goals
- Good customer service, interpersonal, and written communication skills, coupled with a desire to represent WSC in a positive and professional manner
- Good working knowledge of computer and related software programs including Word, Excel, and database management, including knowledge of or willingness to learn Blackbaud's Raiser's Edge
- Ability to establish and maintain collaborative working relationships with staff, faculty, students, and other seminary constituents

To Apply:

Send Cover letter and resume to:
Vice President for Advancement
1725 Bear Valley Parkway
Escondido, CA 92027
Email: development@wscal.edu

Posted:

July 10, 2017

Closes: When Filled
