



Director of Development

Full-Time Position

Annual Pay Range: \$75,000 to \$85,000; pay is commensurate with experience

Review of Applications: Immediately

[Westminster Seminary California](#) invites applications and nominations for the position of [Director of Development](#). Westminster Seminary California (WSC) seeks a dynamic and experienced professional to support the fundraising mission of the seminary through qualifying, cultivating, soliciting, and stewarding donors and prospects for mid-level and major/principal gifts. Under the supervision of the Vice-President of Development, the new Director of Development will also build and maintain relationships with alumni and friends through individual meetings, development events and alumni gatherings. The Director will collaborate with other departments to support the overall mission of the Seminary.

RESPONSIBILITIES:

- Establish yearly measurable goals/objectives, related metrics for annual gifts and planned gifts secured, new prospects qualified, and donor meetings held
- Effectively cultivate, solicit, and steward a portfolio of mid-level and major donors
- Analyze major gifts potential by using research, reviewing opportunities within the existing donor base and by leveraging referrals
- Plan/participate in Development events (conferences, banquets and in-home meetings)
- Visit supporting churches and collaborate with Alumni Relations to develop alumni strategic initiatives
- Perform all other duties as assigned to support WSC's mission
- Ability to comply with Seminary policies

QUALIFICATIONS:

- Profession of Christian Faith
- Understanding of Reformed theology and practice
- Understanding of and ability to articulate WSC's distinctives and academic programs
- Bachelor's degree or equivalent plus two years' relevant work experience in an office environment
- Fundraising experience is desired
- Excellent organizational and time management skills with attention to detail
- Excellent interpersonal communication, public speaking, and customer service skills coupled with the desire and ability to represent the seminary in a positive and professional manner
- Proficiency in computer and web applications
- Ability to work independently to accomplish departmental and organizational goals
- Willingness and ability to establish and maintain collaborative working relationships with individuals from diverse cultures, disciplines and perspectives, including staff, faculty, students, and other WSC constituents
- Some travel and occasional evening and weekend work required

WHAT YOU CAN EXPECT:

As part of the WSC family, eligible employees receive a comprehensive benefits package that includes medical, dental, and vision insurance, vacation time, and retirement contributions. WSC has a comprehensive benefits plan that supports you and your family's well-being.

APPLICATION & NOMINATION PROCESS:

Questions relating to the position of [Director of Development](#) at Westminster Seminary California should be directed in confidence to the VP of Development:

John Bales, Vice-President of Development

Westminster Seminary California

jbales@wscal.edu

A complete application should include the following:

1. Cover Letter outlining your interest in and qualifications for the position;
2. Updated Resume;
3. Three professional references with contact information (title, affiliation, email address, and direct phone numbers). No references will be contacted without permission from the candidate.

Please submit applications [here](#).

The search will remain open until the position is filled.



ABOUT WSC:

[Westminster Seminary California](#) exists to glorify Christ, teach his gospel, and serve his church through graduate theological study. WSC is a Christian institution that offers instruction in biblical, theological, and ministerial disciplines to both men and women to help them develop intellectually and spiritually as leaders.

While its primary focus is to educate and prepare men for ordained pastoral ministry, especially in Presbyterian and Reformed denominations, WSC also provides theological education to women and men who wish to serve the broader Christian community and society at large. Therefore, the whole body of Christ may be enriched through the diverse gifts bestowed by God's Spirit.