



JOB DESCRIPTION

JOB TITLE: Development Officer
REPORTS TO: Director of Development
FSLA STATUS: Exempt
Title IX Role: Responsible Reporter

GENERAL STATEMENT OF JOB FUNCTION:

The Development Officer serves alongside the Director of Development to help the Seminary achieve its fund-raising goals by qualifying prospects, building relationships, and soliciting and acquiring financial gifts from donors, alumni, churches, corporations, foundations, and friends of the Seminary. This individual provides leadership for point-of-entry development activities that seek to strengthen relationships with donors and expand the prospect pool. In addition, this position will also be responsible for driving the planned giving efforts on behalf of the Seminary.

ESSENTIAL FUNCTIONS:

1. Seek to build Denver Seminary's base of financial support, while helping the Seminary reach annual gift income and campaign goals
2. Build relationships through regular contact with Seminary donors and potential donors in order to solicit and acquire financial contributions and achieve annual development goals.

SECONDARY FUNCTIONS:

1. Provide leadership by attending to details and mobilizing necessary staff and volunteers for point-of-entry events such as the leadership luncheons, campus tours, donor retreats.
2. Provide strategy and implementation of the planned giving activities, communication, and events to increase the number of donors including Denver Seminary in their future giving.
3. Manage specific development programs and activities as requested by the Director of Development.
4. Represent and articulate the President's vision for the Seminary effectively through writing, public speaking and interpersonal communication.
5. Other duties as assigned.

EDUCATION/TRAINING:

- Bachelor's degree required.
- Excellent verbal skills and writing ability
- Experienced in budget and project management

QUALIFICATIONS:

- Committed personal relationship with Jesus Christ required and a lifestyle consistent with the Seminary's *Community Values and Behavioral Commitments*.
- Agreement with Denver Seminary's statement of faith.
- Successful track record in fund-raising, development and relationship management for non-profit organizations or academic institutions.



- Goal-oriented.
- Innovative and strategic leadership with an entrepreneurial mindset.
- Approach and handle all work with confidentiality and professionalism.
- Self-motivated and able to solve complex problems with little or no supervision.
- Comfortable communicating with internal and external constituents.
- Complete several projects simultaneously to meet required deadlines.
- Organized, energetic, flexible, detail-oriented, and computer proficient.
- Relational leader comfortable working with teammates and volunteers.
- Loyalty to colleagues, vice presidents and the president.
- Servant's heart, customer focus, quick to absorb information and learn.

Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the Gospel and the life-changing truth of Scripture. Through our educational programs and mentoring process, the Seminary challenges students to grow spiritually, intellectually, and professional in order to lead God's people in the accomplishment of His mission in the world. The position of Development Officer supports this mission by:

OUTCOMES:

- Establishing and meeting financial giving goals to operate the Seminary
 - Supporting the accomplishment point-of-entry events and development programs to meet financial giving goals
- Developing and maintaining good relationships with Seminary constituents and new prospects in a manner that enhances the reputation and credibility of the organization
- Efficiently and effectively performing general department services to support the accomplishment of the mission of the Seminary
- Demonstrating excellent writing qualities in all communications as a representative of the Seminary and God's Kingdom
- This person will grow personally, professionally, and spiritually as a member of the Advancement team and the Seminary community and edify those around him or her.

TYPICAL PHYSICAL DEMANDS AND WORKING CONDITIONS:

Normal office working conditions including computer usage may require occasional standing, walking, long periods of sitting, climb stairs, balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Denver Seminary is an equal opportunity employer committed to excellence in all areas of ministry and operations.

To Apply: www.denverseminary.edu/about/employment