SUMMARY

The main purpose of this position is to assist with general front office functions that support the fundraising goals of the Development Office. The person in this position will be responsible for coordinating all mailings, managing the database to effectively and accurately support the donor stewardship process, and to produce and analyze reports that help to implement, track and report on the fundraising activities of the Seminary. They should also be able to communicate well with donors regarding their donation and scholarship questions.

ESSENTIAL DUTIES AND RESPONSIBILITIES that effectively and accurately support the fundraising goals of the Development Office include the following:

1. Database Management
   a. Manage data entry for accuracy and consistency.
   b. Run all development reports (giving history, number of donors in a given year, etc.)
   c. Establish and maintain a system for report requests.
   d. Conduct prospect research to learn more about CTS donors’ personal backgrounds, past giving histories, wealth indicators, and philanthropic motivations to evaluate a prospect’s ability to give (capacity) and warmth (affinity) toward CTS
   e. Create and maintain effective processes for essential data entry into Raiser’s Edge.
   f. Set up dash boards for development staff.
   g. Procuring new prospects to solicit via mail or in person for the sales team.
2. Teamwork
   a. Serve as a primary for scholarship protocols.
   b. Serve as a backup on gift entry and processing.
   c. Serve as a backup on event coordinating and assist with events.
   d. Serve as a backup to the Assistant to Development coordinating and providing administrative support for the Director of Development and the Annual Fund Leader.
   e. Perform other office functions for smooth operation of the department.

3. Communications
   a. Coordinate & facilitate all aspects of Calendar Year End and Fiscal Year End mailings. Assign stories and tasks, coordinate printing, query mailing lists and ensure final product is mailed by deadline.
   b. Coordinate and facilitate all aspects of the semi-annual Legacy Testament newsletter. Assign stories and tasks, coordinate printing, query mailing lists and ensure final product is mailed by deadline.
   c. Act as liaison toward and coordinate all telemarketing initiatives with the contracted vendor.

4. Scholarships
   a. Create and maintain process for scholarship tracking and notification with donors and student recipients, seek to automate as many processes as possible.
   b. Coordinate all special needs for specific scholarships with the Director of Financial Aid.
   c. Work with donors to create scholarship protocols and provide yearly audited scholarship financial statements to donors.

5. Other duties as assigned to assist the Development Department and Calvin Seminary.

SUPervisory responsibilities
This person will supervise student workers employed by the Development Office.

QUALIFICATIONS
To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE
This position requires a bachelor’s degree from a four-year college or university. One or more years of previous non-profit, fundraising, or database experience is desired. The ideal
candidate is a self-starter, detail oriented and able to work well in a team, and show evidence of organizational, administrative and communication experience.

COMMUNICATION SKILLS
The person in this position should demonstrate communication skills to represent Calvin Seminary competently to external audiences, and ability to work with and coordinate activities across broad networks of people. In addition, strong analytical skills are necessary for data and information compilation and analysis.

DECISION MAKING/JUDGMENT
The position requires the ability to prioritize projects and deadlines, plan effectively, think clearly and act responsively.

OTHER SKILLS AND ABILITIES
1. Natural aptitude for hospitality.
2. Effective interpersonal and public relations skills.
3. High level of organization and accuracy.
4. Creativity and energy.
5. Flexibility and ability to manage multiple tasks.
7. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; Raiser’s Edge or other development software; Google apps, and social media.

PERSONAL INTEGRITY
This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church membership are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT
The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting and some travel to local seminary events. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, submit a cover letter and resume to Karen DeYoung at semhr@calvinseminary.edu. The position will remain open until filled, with review of applicants starting on May 13, 2021.