



**TROUBLE THE WATERS.
HEAL THE WORLD.**

Job Title: Vice President for Development

Reports: President

Status: Full-Time, Exempt, Salaried

THE POSITION

Auburn is a multifaith leadership development and research center working with secular and faith-rooted justice leaders on a national scale, as well as at the grassroots level, who exhibit the drive and potential to awaken the spirit of possibility within each of us to catalyze change and face the challenges of our fragmented, complex time.

Using innovative, research-based methodologies, Auburn equips bold and resilient leaders to frame the critical conversations of the day, and to mobilize the public to work across divides to create the world for which humanity longs. We provide them with education, research, support, and media savvy, so that they can bridge religious divides, build community, pursue justice, and heal the world. Learn more at AuburnSeminary.org.

The Vice President for Development (VP) serves as an ambassador to interpret Auburn's vision and mission to an ever-expanding circle of stakeholders in the United States and globally. The VP is a key leadership team member and an active participant in strategic decision-making affecting Auburn Seminary. They are a partner to the President in fundraising and are responsible for shaping Auburn's fundraising and development activities including strategic relationships, major gifts, planned giving, special events, corporate partnership, foundation support, and revenue generating programming. The successful candidate will lead in the care and cultivation of current supporters and philanthropic partners, and help forge new relationships to expand and diversify Auburn's funder base.

The VP will have primary responsibility for establishing and implementing the philanthropic infrastructure needed to pursue Auburn's mission in alignment with Auburn's goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

STRATEGY

- Develop and support strategic goals with the President, board members, volunteers, Philanthropic Partnerships, and other Auburn representatives on all major fundraising activities.
- Manage relationships with prospective major donors and supervise the team's work to identify, qualify, cultivate, solicit, steward, track and engage these very important Auburn friends.
- Design and implement growth and retention strategies with existing donors.
- Work with the President to organize the Board's giving and donor relationships.

- Oversee and guide the Development team focused on setting and meeting established goals, operational effectiveness, and budgeting requirements.
- Work collaboratively with senior leadership and program teams to create and execute engagement opportunities/events, customize cultivation and solicitation strategies, and produce collateral materials aligning with Auburn's objectives and donors' philanthropic interests.

REVENUE DEVELOPMENT

- Building on a strong experience base and creative intellect, design and pursue growth strategies for existing fundraising channels.
- Provide strategic direction, oversight and execution to the Major Gifts, Leadership Gifts, and Planned Giving.
- Identify new opportunities to expand organizational funding from charitable or earned sources and design, plan and lead successful new fundraising channel initiatives based on well-crafted strategy.

LEADERSHIP AND TEAM DEVELOPMENT

- Develop and oversee the department's budget and participate in the organization's budget review process, working with leadership to set, meet, and adjust goals/targets as needed.
- Serve as a key leadership team member and active participant in making strategic decisions regarding Auburn's revenue development strategy.
- Contribute to the continued growth of the organization through team development, participation in senior leadership team discussions, and Board of Director level decisions.
- Participate in Board meetings, and serve as staff resource for the Board's Fundraising Committee.

DONOR RELATIONS AND CULTIVATION

- Manage a portfolio of principal donors and prospects; serve as a frontline fundraiser in cultivating and advancing successful relationships to secure 6- and 7-figure gifts from individual donors, foundations, and corporate funders
- Create a comprehensive donor relations plan to support Auburn's fundraising efforts including responding to donor concerns and/or requests, gift acknowledgments, program information, and stewardship.
- Foster a positive, ongoing relationship with funders and ensure a long-term relationship is forged by maintaining contact and proactively educating supporters on outcomes and results of Auburn's efforts.
- Represent Auburn at speaking events, conferences, think tanks and other public and private forums, leveraging these opportunities to advance Auburn's work.

KNOWLEDGE, SKILLS AND ABILITIES

- A passion for Auburn's mission.
- A demonstrated commitment to justice; experience working within or alongside justice movements.

- High level of emotional intelligence and ability to apply it.
- Exceptional skills in cross-disciplinary collaborative teamwork.
- Highly entrepreneurial, energetic, and engaging professional with a track record of building and sustaining successful constituent relationships.
- Willingness to travel regularly and meet with partners and donors outside of normal work hours.
- Autonomous, self-starter with excellent judgment.
- Strong planning and organizational skills, ability to prioritize, manage time effectively, be flexible and work effectively under pressure.
- Spectacular interpersonal, written, and verbal skills.
- Knowledge of international and domestic social justice issues and understanding of the role and importance of religion and faith in a global society.
- Strong computer skills including funding databases and prospect research tools.

REQUIRED COMPETENCIES

- Minimum of 15 years of professional nonprofit experience, including managing effective fundraising operations.
- Proven success working in a non-profit environment with strong technical skills and current knowledge of best practices.
- Experience in managing multiple complex revenue streams and grants management in collaboration with fundraising staff.
- A collaborative and flexible style, with a strong customer service mentality and a mindset for continuous learning and improvement.
- Minimum of 2 years' experience using Salesforce or similar CRM database platforms.
- Bachelor's Degree, Masters strongly preferred.
- Marketing skills/experience a plus.
- Exceptional communication skills, both oral and written.
- Personal qualities of integrity, credibility, and a commitment to Auburn's mission.

COMPENSATION AND HOURS

Commensurate based on experience and extensive benefits package. Monday through Friday, 35 hours, currently temporarily hybrid remote due to COVID-19 and is subject to change.

APPLICATION PROCESS

Please visit our [job listing](#) to apply.