



Lutheran School *of* Theology *at* Chicago

Director of Advancement Operations *Opportunity Guide*

<https://www.lstc.edu>



The mission of the Lutheran School of Theology at Chicago, a seminary of the Evangelical Lutheran Church in America, is to form visionary leaders to bear witness to the good news of Jesus Christ.

Based in Chicago's Hyde Park neighborhood, The Lutheran School of Theology at Chicago (LSTC) is the leading urban Lutheran seminary training students to serve in the global community.

As a Reconciling in Christ seminary, LSTC seeks to offer hospitality and welcome to all who enter LSTC's academic programs. Following Jesus Christ, whose reconciling love bridged barriers and made strangers friends, LSTC seeks to welcome and learn from one another's particularity—including but not limited to one another's race, national or ethnic origin, age, gender, sexual orientation, gender identity and expression, physical ability, social status, and theological diversity.

The LSTC Advancement Department is positioning itself at the forefront of philanthropic engagement and for bold contributions to theological formation for the next century. LSTC seeks to become a trailblazer among seminaries, a place for dynamic innovation in theological formation while still grounded in its core values and commitments. Through its recent reorganization, including the addition of several new staff positions, the Advancement Department is poised to be an innovative hub for LSTC and a catalyst in moving LSTC toward this vibrant future. The Director of Advancement Operations is a new senior leadership role, reporting to the leader of Philanthropic Engagement.

The Opportunity: Director of Advancement Operations

This new leadership role requires an experienced professional to engage in strategic oversight of the operational aspects of a high-functioning Advancement team: research, donor data and gift management, and reporting. The Director will provide leadership for the Advancement Operations team, managing an Events, Programs, and Operations Manager; a Donor Relations Manager; and a Gift Processing and Data Services Manager. The Director will work closely with other senior leadership in the department, the Finance department, and other key staff and volunteers across the institution to accurately provide a comprehensive understanding of philanthropy-related data, reporting, and goal-achievement.





Performance Objectives

Leadership and Management

- Provide management and oversight for all donor and prospect records information, gift management, prospect research, and moves management.
- Oversee data management strategy and policies for the Advancement office, ensuring all efforts align to meet prioritized departmental goals as part of organizational strategic plans.
- Lead the Advancement Operations team, including recruitment, performance management, and professional development responsibilities.
- Serve as member of Advancement Leadership Team, collaborating with the Vice President and other members of the team to develop and implement strategies to propel LSTC Advancement.
- Maximize use of institutional resources through effective planning and management of budget.

Reporting and Communication

- Develop accurate reporting to the Board of Directors and staff leadership regarding philanthropy campaigns and actions; create a dashboard with key philanthropy metrics that can be viewed in real time by leadership.
- Assist organizational leadership in gathering information, developing strategies, and tracking relationships with top individual donors.
- Oversee communications and tracking for foundation prospects and donors.
- Serve as primary Department liaison with Finance to share information and coordinate activities.
- Prioritize and ensure high-quality customer service to Board members, donors, and campaign volunteers.

Performance Objectives

Operations and Database

- Conduct a review and gap analysis of departmental operations and procedures and make adjustments where needed. Oversee the policies and procedures of the Advancement Department.
- In collaboration with Leadership, Gift Officers, and Advancement Operations staff, develop and implement a comprehensive donor management (portfolio) system and prospect research function.
- With the Advancement Operations team, develop systems to aid Advancement officers in the strategic and consistent use of moves management best practices.
- Develop and administer gift acceptance, pledge, and other relevant policies and procedures, in collaboration with the Gift Processing and Data Services Manager.
- Ensure adherence to donor intent and proper management of donations.
- Serve as an expert data management resource to the Advancement team.
- Provide leadership and implement training to ensure that Raiser's Edge database is being used to its full capacity to inform strategy for the department.
- Oversee the relationship with Blackbaud and other Raiser's Edge consultants and partners.
- Oversee the maintenance of Raiser's Edge with the Software Support area.



The Qualified Candidate

The successful candidate will be fully versed in all aspects of leading a professional and innovative Advancement Operations team to accomplish or exceed goals. They will have experience creating effective policies and procedures, and an in-depth knowledge of the types and quality of reporting required to support the department, thus informing strategy and future work. The successful candidate will have a demonstrated passion for the core values and social justice focus of the seminary.



The Qualified Candidate

Desired Requirements Include:

- Five years of experience in leadership of fundraising operations, including three or more years managing a team of professionals.
- Experience developing and implementing an Advancement reporting system related to the development of a major gift fund and/or campaign.
- Proven ability to build strong external relationships with a variety of stakeholders.
- Track record in financial management, stewardship, and developing strategies to successfully increase revenue.
- Proven success in building strong and productive work teams with a focus on mentoring and nurturing staff development.
- Strong analytic and strategic-thinking skills, with demonstrated ability to create, implement, and monitor complex plans and translate those plans into goals and concrete strategies.
- Demonstrated communication skills with the ability to communicate complex information to internal and external audiences in both spoken and written formats.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Data/constituent management expertise required. Raiser's Edge certification and experience with conversion to Raiser's Edge preferred.
- Experience in seminary, higher-education, nonprofit, or church-related (particularly ELCA) environment preferred.
- BA/BS degree required; MA/MS degree preferred.

This position offers a competitive salary with exceptional benefits. All inquiries will be held in strict confidence.

Lutheran School of Theology at Chicago is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

Candidates may apply by clicking the APPLY NOW button below.

APPLY NOW

This search is being managed by Laura Weinman, Assistant Vice President of KEES. Questions may be addressed to Christine Eddy, Christine@kees2success.com.

KEES is a retained search and nonprofit consulting firm that builds transformative teams and leaders. For more information, please visit www.kees2success.com.