



Lutheran School *of* Theology *at* Chicago

Major Gifts Officer *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.

True to its Lutheran heritage and built on a foundation of intellectual rigor, LSTC's innovative, nationally-recognized curriculum equips students for visionary ministry. The school's curriculum cultivates competencies for leadership in a public church that focuses on community engagement, public witness and social transformation. LSTC's holistic approach to theological education breaks academic disciplines out of their silos and allows creative collaboration to flourish.

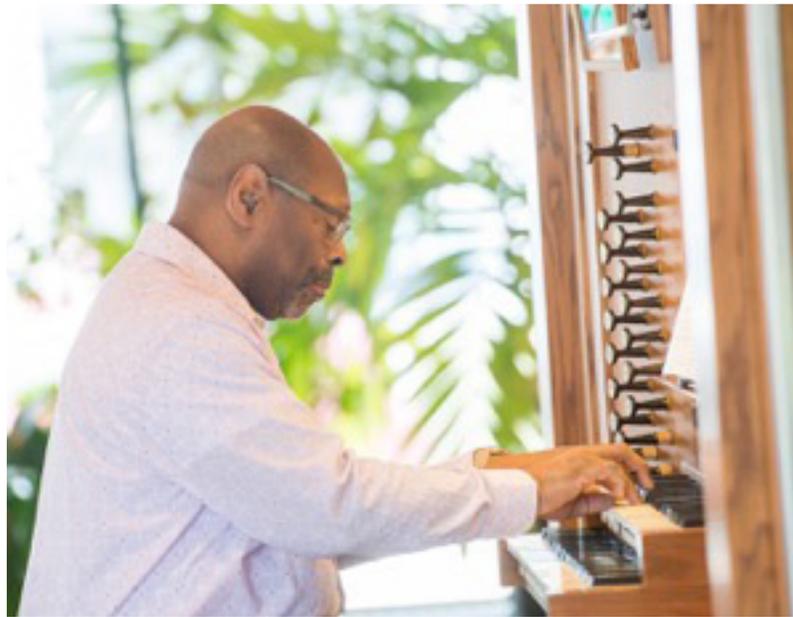
Students receive the skills they need to be leaders in the public church—the people of God bringing faith and action into their communities and the world. At LSTC, students receive a well-rounded education from renowned faculty, preparing them for a purposeful vocation in a pluralistic and global world. LSTC's Public Church Curriculum has been recognized as one of the most innovative among North American seminaries by Convergence US.

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 Opportunity: Major Gifts Officer

At the convergence of the launching of the school's new [Strategic Plan](#) and the public phase of a \$42M focused campaign aimed to significantly grow LSTC's philanthropic profile, the need for a refined Advancement structure has emerged. Key to this initiative will be the addition of several new staff members and refining current roles to better encourage specialization, focus and accountability. The Major Gifts Officer is a new role, reporting to the Director of Philanthropic Engagement, a role for which LSTC and KEES are currently recruiting candidates.

The Major Gifts Officer will focus on carrying a portfolio of mid to high level potential donors for cultivation, solicitation and stewardship. The Major Gifts Officer will also work closely with the Director of Philanthropic Engagement, Interim Vice President Clyde Walter, and key volunteer leadership to help shape and achieve fundraising success.





Performance Objectives

Donor Relations and Portfolio Management

- Develops and manages a caseload of 120–150 donors, a mix of leadership annual donors in the \$2,000 – \$10,000 range and major gift prospects with the capacity to give \$25,000 and greater. The initial portfolio expectation is \$500,000 – \$1,000,000 in annual gifts, and the goal is to raise the portfolio’s total annual value to \$2.25 million or greater within 2.5 years.
- Prospect for donors using the database, wealth screening, recommendations from stakeholders and other means to identify and qualify donors for cultivation, solicitation and stewardship opportunities.
- Keeps leadership apprised of all significant interactions, inputting contact reports into the donor database (Raiser’s Edge) as required, sharing a continually updated itinerary, fulfilling all monthly outreach and reporting requirements, and consulting with leadership when needed to understand priorities and develop strategies that will benefit both donor and LSTC.
- Stays driven towards goals and focused on portfolio, while making effective use of events and other initiatives to engage with assigned donors and bring them closer to those areas of interest at LSTC.
- Develops major donor/prospect cultivation events (e.g., private receptions, dinners in homes, symposiums, etc.) targeted toward those with high philanthropic capacity and propensity to give.
- Prospects for new donors or opportunities for increased giving from current donors.
- Works as appropriate, with donor leadership volunteers to secure visits with those in their peer networks who are assigned.
- Works in close collaboration with leadership, program, faculty, finance and Advancement staff to present resource development needs that correspond to where donors and prospects reside, while always being responsive to each donor’s interests (even if elsewhere) and attentive to fiduciary responsibilities (donor intent with gifts).
- Ensures excellent customer service is provided to donors through accessibility to staff and leadership (as granted), timely responsiveness, quality in all interactions and personalized communications.
- Works diligently to meet agreed upon monthly and annual activity and income production goals and is purposeful about every visit and communication and the desired outcome for each “touch”.
- Makes face-to-face visits with donors a priority, traveling as required to conduct those meetings.

Performance Objectives



Planning

- Establishes, manages, and fulfills a portfolio communications plan, including individual fundraising goals and personalized strategies, to effectively steward, educate, cultivate and solicit gifts from major donors each year, with an emphasis on gifts of 5 figures and higher.
- Meets regularly with the Director of Philanthropic Engagement to discuss and refine portfolio plans and donor strategies, track progress, receive coaching, and keep open lines of communication.
- Works in close conjunction with other Advancement and Communications staff for optimal integrated strategies in regard to major donor communications as well as overall development initiatives.
- Plans an effective, full, series of donor visits to areas of high donor concentration outside of Chicago, including St. Louis, Minneapolis, Omaha and throughout Texas.



The Qualified Candidate

Lutheran School of Theology at Chicago seeks a major gift portfolio builder—a dynamic and entrepreneurial fundraiser with a minimum of three years of direct major gifts experience in a highly productive program within the nonprofit community. Preference is given to those who have served in a faith-based organization and who possess a strong working knowledge of the Lutheran philanthropic community.

It is imperative that the person who assumes this important role fully embrace, support and reflect well on LSTC's mission and values through one's professional responsibilities and behavior at all times. Candidates who are passionate about the opportunity to shape leaders for the church and the world are encouraged to apply.



The Qualified Candidate

Specific Requirements Include:

- Passion for theological education, justice, and LSTC's mission.
- A minimum of three years of experience in major gift fundraising, with a proven track record of success and a strong working knowledge of strategy development and moves management systems in the cultivation, solicitation, and stewardship processes.
- Highly effective interpersonal, conversational and presentational skills, demonstrating an emotional intelligence and situational awareness in tandem with excellent writing abilities and strong case development and listening and communication skills.
- Demonstrated expertise in developing and maintaining positive relationships with diverse individuals, including executives, clergy, high-level volunteers, wealthy donors, internal stakeholders and leadership.
- Prowess in problem-solving, strategic and creative thinking, plus taking initiative with consistent and good follow-through.
- Great comfort level with direct donor interaction is a must, including discussions of personal and family finances, faith, and asking for major financial commitments.
- Experience working independently in a fast-paced environment, with fluency in managing multiple projects and competing priorities with professionalism.
- Driven to make a difference, goal-oriented with a proven ability to achieve or exceed goals and meet deadlines.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Ability to travel at least 50% of the time, and comfort working off-site and from the road instead of in a dedicated office.
- Raiser's Edge experience is preferred.
- Bachelor's Degree required.

This position offers a competitive salary with strong 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

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

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