



Rev. Dr. Pamela Lightsey
Vice President for Academic and Student Affairs

OPPORTUNITY GUIDE | Director of Development



Dr. Elías Ortega
President
Professor of Religion,
Ethics, and Leadership

Meadville Lombard Theological School seeks to fulfill a mission to educate students in the Unitarian Universalist tradition to embody liberal religious ministry in Unitarian Universalist congregations and wherever else they are called to serve. Meadville Lombard does this to take into the world our Unitarian Universalist vision of justice, equity, and compassion.

Since its founding in 1844, Meadville Lombard has been forming leaders of all races, many ethnicities, and nationalities who usher in spiritually grounded social change through ministries of bridge-building and can help us realize a multicultural future for the world. Meadville Lombard is one of two seminaries affiliated with the Unitarian Universalist Association (UUA) and educates leaders and scholars serving the 1,000+ UUA congregations in the U.S. and abroad, as well as vocational ministers, chaplains, and spiritual leaders in various settings.

Meadville Lombard is academically rigorous, spiritually grounded, unapologetically progressive, and deeply committed to teaching and learning for social justice and transformation. Meadville Lombard blends a variety of innovative yet tested educational techniques—all to the benefit of students' learning and leadership

development—including a low-residency program grounded in service learning and a two-year integrated internship. Students travel to Chicago four times a year for learning convocations and intensives in addition to regular contact with faculty and students through standard technology formats, including social media.

Dr. Elías Ortega was appointed by the Board of Trustees and began serving as Meadville Lombard's President in July 2019. Dr. Ortega is an innovative leader, a committed Unitarian Universalist, a celebrated educator, a social justice activist, an accomplished scholar, and an experienced community organizer. He is gifted with the skills, attributes, knowledge, experience, and vision needed to lead into the future and is an enthusiastic and open partner in the philanthropic process. More on Dr. Ortega can be found [here](#).



The Opportunity: Director of Development

The Director of Development is an engaging, experienced professional with a high degree of initiative and follow-through, committed to advancing the school's mission through development. Possessing a personal and professional commitment to social justice, this leader is driven to utilize their fundraising skills for short-term and long-term impact. This is a full-time exempt position reporting directly to the President. The Director will provide leadership for planning, guiding and evaluating the development efforts of the School in fundraising, event planning, grant writing and alumni affairs. This person will work collaboratively with the Board, administration and faculty to build relationships that support the mission of Meadville Lombard. The Director is expected to exhibit cultural competency and the ability to operate/thrive in a multiracial, multicultural and theologically diverse learning and work environment.

The Director must be able to think both strategically and pragmatically to create, implement and evaluate a comprehensive and results-oriented development plan that includes traditional and innovative strategies. The donor pool has recently been engaged in a \$1.9M campaign to create an endowed faculty chair and participate in a regular annual/alumni giving program. Opportunities to expand overall support include major and capital gifts, endowing facets of the school, alumni giving and planned giving. Additionally, the Director of Development will hold complementary focus on prospecting and tactics to forge and deepen connections with alumni and friends, as well as community and denominational partners. This position supervises a part-time Development Assistant.

Performance Objectives

Fundraising Management and Implementation

- Provide effective leadership and oversight for the School's philanthropic program, working collaboratively with the President, board members, faculty and staff.
- Ensure that development strategies are mission driven, in line with strategic plan goals and support the needs and purpose of the community, within the UUA and more broadly in society.
- Develop and implement measurable objectives, strategies, budgets, funding strategies and timelines, including development and maintenance of a five-year strategic plan for the fundraising program that encompasses Meadville Lombard's efforts in Annual Campaign, General Assembly fundraising and event management.
- Oversee staff (currently one part-time development assistant) through a lens of flexibility and with an eye toward growth and expansion of the role as the philanthropic program builds.
- Manage overall prospect pool with a focus on individual and foundation donors/prospects. Cultivate and steward relationships with prospects and donors that lead to increased investment in the School.
- Nurture partnerships and relationships with current and prospective donors through donor recognition programs and stewardship. Cultivate long-term relationships to ensure continued support, engagement and involvement.
- Lead or assist in grant writing activities as appropriate.
- Develop and maintain a dynamic planned giving program to engage the base of supporters that have been involved over the past six decades.
- Assist the President on all matters pertaining to this person's role in the development program, including identifying, cultivating, soliciting and securing leadership gifts. Provide input, strategy and management for a selected number of leadership gift prospects assigned to the President.
- Serve as a key member of the school's donor solicitation team, including supporting and inspiring Trustees in their philanthropic ambassador role and engaging key school leadership in selected donor interactions.
- Create new and innovative outreach strategies using technology and social networks in order to increase visibility of the organization for diverse, new audiences.
- Provide oversight and management of alumni and donor records, including documentation of giving, relationship management and engagement.



Performance Objectives

Board, Alumni, and Community Relations

- Serve as the President's liaison to the Board's Development Committee and provide support for individual board members who are assigned to major gift prospects for the purpose of cultivation and solicitation.
- In collaboration with the President, assist with board development and identification of prospective board members, partners and funders.
- Collaborate with the Director of Communications to create and develop effective messaging for donor cultivation, fundraising and alumni relations.
- Plan, direct and execute programs in concert with the Alumni Board of Directors to help meet the School's fundraising and alumni relations goals.

Operations, Communications, and Administration

- Ensure effective work practices in financial accounting and reconciliation, database management, gift recording, donor acknowledgement and stewardship.
- Develop an annual departmental budget and ensure compliance with budget guidelines.
- Provide regular reporting on advancement activities to the President and the Vice President for Finance and Administration, particularly progress towards fundraising goals.
- Maintain accurate, comprehensive records on current and prospective donors, including an initial clean up and organization of multiple points of donor data.
- Collaborate with various directors to develop and execute plans for specific initiatives, including at this time:
 - Director of Enrollment Management and Student Services for scholarships
 - Director of the Fahs Collaborative to develop and execute fundraising plans for the programs that aid people in living meaningful, socially conscious and spiritually grounded lives
 - Director of International Formation and Recruitment to develop and execute strategies to support Meadville Lombard's global initiatives





The Qualified Candidate

The successful Director of Development candidate will have a demonstrated passion for the core values and social justice focus of Meadville Lombard Theological School. They are a well-organized self-starter, with strong and effective time management and organizational skills. This position requires someone who will exercise a high level of discretion and can collaborate with diverse groups of individuals and situations with a high degree of tact and good judgment. Ability to function as a team player in a fast-paced culture along with dependability, a sense of humor and enthusiasm are important. Preference will be given to candidates who have knowledge of Unitarian Universalist theology, but UUA membership is not required. Demonstrated professional and life experiences in areas that align with the culture and practices of Unitarian Universalism will form an excellent basis to learn the UU philosophy and culture.

Specific Requirements Include:

- Demonstrated strategic and tactical fundraising skills and a record of accomplishment in applying them in an academic, nonprofit or knowledge-based organization.
- Proven ability to build strong external relationships with funders, civic leaders, partner organizations and other stakeholders.
- Ability to learn and communicate effectively in faith-based contexts, particularly regarding Unitarian Universalism and theological education.
- Track record of successful project and budget management, including experience in directing and managing multiple projects simultaneously.
- Strong analytic and strategic-thinking skills with a demonstrated ability to create, implement and monitor complex plans, and then translate those plans into goals and concrete strategies.
- Aptitude with technology is essential, including Microsoft Office Suite, Internet applications, social media, and a familiarity with other emerging communication innovations and willingness to learn new applications.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- Adhere to and promote industry ethical standards and practices, including The Donor Bill of Rights and AFP's Code of Ethical Standards.
- Minimum of three years of progressively responsible experience in a development or related administrative position, preferably in a higher education environment, or an equivalent combination of education and experience is required.
- Bachelor's degree required; advanced degree a plus.
- Membership in a professional association for fundraisers, such as AFP, is preferred.
- Approximately 30% travel time is expected, along with weekend and/or evening work required to meet the goals of the position.

How to Apply

The salary and benefits package are marketplace competitive, including spouse/partner/family insurance options. Membership in the local AFP chapter will also be covered. Meadville Lombard is an Equal Opportunity Employer and encourages women, persons of color and persons with disabilities to apply. The School is committed to enriching its educational experience through the diversity of its faculty, administration and staff.

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 Heather Eddy, President and CEO, and Kiana Martin, Project Manager of KEES. Questions may be addressed to: inquiries@kees2success.com

KEES is a retained executive search and consulting firm that builds transformative teams and leaders in the nonprofit sector. KEES was founded in 2013 as an expansion of Alford Executive Search. For more information, please visit www.kees2success.com.

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