

Inviting Applications

INSTITUTIONAL ADVANCEMENT OFFICER

Hood Theological Seminary

Hood Theological Seminary (HTS) located in Salisbury, NC, invites applications for the position of **Institutional Advancement Officer**. This leadership position offers an extraordinary opportunity for a development leader and fundraiser to collaborate in a free-standing theological school that prepares leaders for ministry in a diverse society.

The Opportunity

HTS seeks an effective development professional to provide strategic leadership of the Seminary's development programs involving generosity, legacy support, and partnership.

The Institutional Advancement Officer, working in partnership with President Dr. Vergel Lattimore, the Board of Trustees, the Director of Communication, Information and Publicity (DCIP), and the Director of Alumni Engagement & Annual Giving, is the Seminary's chief advancement officer with responsibilities for the fund-raising activities and outreach to support the viability, growth and financial security of the Seminary. The Institutional Advancement Officer works closely with members of the Administrative Council, the faculty, and the staff and reports to the President.

Qualifications (General)

Relevant graduate education and broad awareness of church relations, denominational outreach activities, knowledge of the best practices in development in theological education, and a solid understanding of the dynamics of generosity.

Qualifications (Focused)

The Institutional Advancement Officer must be a mature individual who is professionally active and possesses significant supervisory experience in the fundraising field, and should have a knowledge of the local and regional philanthropic community, a strong knowledge of current fundraising practices and systems in higher education, a proven track record in planning and implementing fundraising programs, and experience in establishing and working with volunteers, friends, and supporters. The Officer is responsible for a wide range of activities that provide the framework for building strong support and lasting relationships with a variety of constituencies, including alumni, community members, donors, the media, and friends. The Officer must be an expert in the major donor moves management acquisition process. The ideal candidate must demonstrate excellent communication, leadership, and organizational skills. The Officer must energize teams of volunteers and have a proven track of empowering the Board, alumni leadership and faculty. He/she must have successful experience with comprehensive campaigns and be results oriented. The ability to travel extensively is required. The ideal candidate will represent a value-centered, world-class, racially and

denominationally diverse seminary, and work effectively internally and externally to promote the mission of this institution.

Responsibilities and duties:

1. Providing advice and counsel to the President for the planning and execution of the Hood Theological Seminary Strategic Generosity Plan.
2. Providing supervisory oversight and guidance, as needed, with the DCIP in developing and producing fund raising related communications and publications, a stream of publicity releases to the pertinent area media outlets, and the *Hood's Herald*.
3. Networking, cultivation, and relationship-building with potential *mission partners* and supporters of the Seminary on a regular basis.
4. Soliciting and closing major gifts and leadership annual fund gifts.
5. Initiating, writing, or facilitating grant application requests to local, regional and national foundations.
6. Collaborating with the President, the DCIP, the Director of Alumni Engagement & Annual Giving, and the Alumni Association to plan and develop alumni generosity events, cooperative relationships, and year-long recognition events.
7. Facilitating sustained and consistent Annual Fund efforts, which provide unrestricted financial support for operational budget relief for the Seminary.
8. Implementing and enlarging Planned Giving initiatives for HTS.
9. Working with the President and the Board of Trustees to grow the Hood Endowment; to enhance the number and the value of endowed scholarships and professorial chairs; and to increase long term operational funds that are available to the Seminary.
10. Serving with flexibility in representational roles and duties that may be prescribed or assigned by the President.

Hood Theological Seminary

Hood Theological Seminary is an ethnically and religiously diverse graduate and professional school sponsored by the African Methodist Episcopal Zion (A.M.E. Zion) Church and approved by the United Methodist Church, and is dedicated to the education and preparation of persons for effective leadership in the various ministries of the Christian church. The Seminary began as a theological department of Livingstone College in 1879 when a group of ministers from Concord, North Carolina and the surrounding area embraced Bishop James Walker Hood's dream of preparing African

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American youth for ministry. In 1904 it was elevated to school status with about 35 students enrolled in its first class. Hood Theological Seminary achieved full accreditation in the Association of Theological Schools in the U.S.A. and Canada (ATS) in 1998, and the next year received approval by the University Senate of the United Methodist Church as a recognized seminary for training ministerial students for that denomination. In 2001 Hood obtained independence from Livingstone College and became a free-standing seminary with its own Board of Trustees. In 2002, the first 12 students enrolled in a new Doctor of Ministry program. In 2013, the Seminary received a ten (10) year reaffirmation of accreditation from the Association of Theological Schools (ATS) and in 2014 the Seminary was re-approved by the University Senate of the United Methodist Church (UMC) to train United Methodist clergy for ordained ministry. Today 240 students representing 16 different denominations, from different backgrounds and cultures are learning and preparing for service and leadership. Currently HTS offers the following graduate degrees: Master of Divinity (M.Div.), Master of Theological Studies (M.T.S.) and Doctor of Ministry (D. Min.). The Seminary also has an Extension site at Lomax-Hannon Junior College in Greenville, Alabama.

Application Process

Confidential inquiries are welcomed.

An application should include a letter describing relevant experiences and interest in the position; a resumé; a statement of leadership vision; and three professional references. *References will not be contacted without consent from the applicant.*

Send applications to Ms. Janice Silver at jsilver@hoodseminary.edu.

The position will remain open until filled.