

**Pacific School of Religion (PSR)  
JOB OPENING ANNOUNCEMENT**

**MAJOR GIFTS OFFICER  
THE CENTER FOR LGBTQ AND GENDER STUDIES IN RELIGION (CLGS)**

**JOB DESCRIPTION OVERVIEW**

**Job Summary:**

The CLGS Major Gifts Officer (MGO) is responsible for the planning and implementation of the Center's Endowment Campaign [80% of the position]; the MGO will also provide ancillary support for the CLGS Annual Fund [10%], and the CLGS Annual Spring Gala [10%].

NOTE: This is a half-time position.

Persons from underrepresented groups within the profession are especially encouraged to apply.

**Essential Duties and Responsibilities:**

- Work closely with the CLGS Executive Director to develop long- and short-range development goals and strategies for the Center's ongoing Endowment Campaign.
- Consult, when necessary, with PSR's Office of Institutional Advancement to ensure that all development activities meet the institution's fiscal and legal requirements.
- Coordinate the development, cultivation, and solicitation of individual prospects and donors for the Endowment Campaign.
- Develop and manage donor acquisition, cultivation, and retention activities, with a focus on the Endowment Campaign.
- Coordinate and support the Executive Director's major gifts activities, including the development and implementation of cultivation and solicitation strategies.
- Assist the Executive Director with the Annual Fund, including assistance with two yearly direct mail campaigns (usually in December and May).
- Assist the Executive Director, CLGS staff members, and volunteers with the planning and execution of the Spring Gala.

- Assist the Executive Director with the production of major donor materials (in both print and online formats).
- Develop and implement a proactive planned giving program, including marketing of planned gifts and bequests.
- Follow PSR protocols in developing and implementing donor, membership, and gift-tracking systems that generate accurate and timely financial reports.
- Participate as an active member of the Center's staff (when possible and as approved by the Executive Director), and coordinate development activities with other staff members.

**Qualifications:**

- Strong interpersonal relationship skills, exceptional level of self-motivation, and ability to work both independently and successfully within a team-oriented organizational structure.
- Strong verbal and written communications skills, including public speaking, negotiations, and effective communication with diverse audiences. Ability to interact with individuals of high net worth.
- Advanced knowledge of – and 5-7 years of successful experience in – all aspects of fundraising and donor relations.
- Experience identifying, cultivating, and directly securing \$10,000+ gifts in a non-profit and/or educational setting required.
- Demonstrated ability to meet or exceed fundraising goals and objectives.
- Excellent understanding of principles and techniques of development activities.
- Experience in public relations and marketing techniques in non-profit environments.
- Innovative and entrepreneurial approach. Ability to adapt to changing environment and priorities.
- Experience working with LGBTQ communities and communities of faith.
- Training in fundraising methods and best practices preferred, but not required.

- Knowledge of Raisers Edge fundraising software (and/or other fundraising software programs) preferred, but not required.
- Experience working in a non-profit setting desirable, but not required.
- Bachelor's degree required.

### **Background Check**

The selected candidate will be required to pass a criminal history background check and/or fingerprinting

### **Application Process:**

Candidates should submit a letter of application, curriculum vitae, and three letters of reference (**via email**) to:

Professor Bernard Schlager  
The Center for LGBTQ and Gender Studies in Religion (CLGS)  
Email: [bschlager@clgs.org](mailto:bschlager@clgs.org)

**Applications are due by 15 July 2018 in order to be considered for preliminary interviews.** Applications will be accepted until the position is filled. Persons who apply for this position should be available to begin late August 2018.

**Compensation Package:** Includes family health, dental, and vision insurance, employer contribution to 403(b) retirement account, free parking, full access to the GTU and UC Berkeley libraries, an extraordinary and committed team of colleagues, and beautiful park-like campus.

**About PSR:** Pacific School of Religion (PSR) is a progressive, multi-denominational seminary and center for social justice that prepares leaders to work for the well-being of all people and creation. Reflecting the interreligious and multiethnic reality of the world, PSR develops and connects individuals engaged in faith-based leadership and social activism through rigorous scholarship, practical training, and immersive fieldwork, preparing them for ongoing service including pastoral ministry, non-profit, and civic leadership, and public policy. Located in the San Francisco Bay Area and adjacent to the University of California at Berkeley campus, PSR is a member of the Graduate Theological Union (GTU), an ecumenical and interfaith consortium of seminaries, centers, and institutes. Visit the website at [www.psr.edu](http://www.psr.edu).

*PSR, an Equal Opportunity/Affirmative Action Employer*