



## JOB DESCRIPTION

### **DIRECTOR OF INSTITUTIONAL ADVANCEMENT**

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Aquinas Institute of Theology, a Roman Catholic graduate school of theology and ministry, sponsored by the Order of Preachers (“Dominicans”), is seeking a Director of Institutional Advancement. Located on Forest Park Avenue in midtown St. Louis, Aquinas Institute’s mission statement proclaims, “Impelled by the Catholic faith and the Dominican mission, Aquinas Institute of Theology educates men and women to preach, to teach, to minister, and to lead.

#### **Description – Director of Institutional Advancement**

The Director of Institutional Advancement reports to the President and is responsible for the leadership of all the fundraising programs that enhance the mission of Aquinas Institute of Theology.

#### **Responsibilities:**

- Build and cultivate life-long relationships between Aquinas Institute Theology and its donors to maximize and advance the mission in extraordinary ways
- Create and implement a comprehensive development plan to include *Planning*, *Communications* and *Fundraising*

#### *Planning*

- Work closely and collaboratively with the president, faculty, staff, and key Board members on prioritizing strategic planning issues to galvanize the vision and advance the mission
- Recruit, set goals, and manage volunteers
- Set fundraising goals and manage departmental staff
- Analyze and set goals for grant opportunities and manage grant applications

#### *Communications*

- Create and implement a plan to build enthusiasm around Aquinas Institute’s vision and mission and customize the plan for individual audiences/stakeholder groups
- Prepare cases for support, proposals, brochures, acknowledgements, scripts and presentations
- Oversee the maintenance, operation, growth and overall health of constituent database
- Coordinate any development print and electronic marketing communications with the marketing department, including social media
- Manage special events and meetings

#### *Fundraising*

- Implement the *identification, cultivation, solicitation, recognition* and *retention* of donors
- Formulate and execute strategic development initiatives, including:
  - Annual Giving
    - Acquire, renew, and upgrade donors through direct mail marketing
    - Organize and increase membership to annual giving societies
    - Oversee and maximize effectiveness of signature annual event

▪ Major and Planned Gifts

- Create and manage portfolio of the “top 100” major donors and prospects with assigned natural partners and solicitors from staff, Board, and select volunteers
- Directly solicit donors at all giving levels including seven figure donors
- Promote and increase the number of planned gift intentions each year

**Key Strengths:**

- Five(+) years of professional, non-profit development or complex sales/marketing experience demonstrating increasing responsibilities and a track record of success (awards, recognitions, etc.)
- Exceptionally professional, positive, hard-working, and dedicated
- Successful record of meeting goals, deadlines, and budgets
- Highly skilled in verbal and written communications, multi-tasking, and organization
- Possess ability to supervise, mentor, and train staff from a variety of backgrounds and ages
- Superb ability to foster Board, staff, donor, and volunteer relationships
- Possess basic understanding of financial analytics (e.g. ROI)
- Possess an understanding of financial planning instruments and investment vehicles
- Experience with grant writing preferred

**Education and Experience**

- Bachelor’s degree
- Demonstrated computer proficiency, especially MS Office and database information systems (specifically Sage and Raiser’s Edge)
- Possess the demonstrated ability to work in a church-related environment, and give witness to his/her understanding and appreciation for the Catholic faith and Dominican charism

Interested parties should submit cover letter and resume to:

Donna Burns

Aquinas Institute of Theology

23 South Spring Avenue

St. Louis, MO 63108

or [burns@ai.edu](mailto:burns@ai.edu)