



ST VLADIMIR'S ORTHODOX THEOLOGICAL SEMINARY

575 Scarsdale Rd. • Yonkers, New York 10707 • TEL 914.961.8313 • FAX 914.961.4507 • www.svots.edu

St. Vladimir's Orthodox Theological Seminary (SVOTS) is a world-renowned, ATS-accredited residential graduate school dedicated to the education of future clergy, scholars and church leaders. Students come from across the U.S. and countries around the globe. Located on a beautiful 12-acre campus in Westchester County, New York, the Seminary is staffed by professionals committed to its 83-year history and to ensuring its future.

POSITION OVERVIEW

Reporting to the Director of Advancement, the **Advancement Associate** provides proactive, responsive, and effective support, working to advance fundraising and donor relations for the Seminary. The position requires project coordination, data management, and research functions as an essential member of the advancement team. The person who fills this position will work on-campus during business hours.

Annual Fund

- Writes copy for acknowledgements of all gifts types - annual, major, campaign, endowment, tribute and foundation grants
- Reports tribute gifts to families
- Works with the director to increase positive donor experiences and retention
- Responds promptly to routine donor requests and inquiries
- Edits annual and special appeal copy; and coordinates with staff designer and external printers
- Records and tracks printing and other advancement-related expenses
- Generates mailing lists for appeals, annual reports
- Processes accurate donor statements with letters annually
- Records demographic updates such as death, ordination, new addresses, change of parish, emails, etc.
- Tracks faculty, staff and board pledges
- Assists events manager with generation of mailing lists for invitations, Save-the-Date, and sponsorship requests
- Schedules donor meetings, phone calls, and zoom meetings as requested
- Provides database backup and performs special projects as assigned
- Develops a strong working knowledge of Blackbaud Raiser's Edge to run appropriate reports and analysis for strategic planning and year-end review

Planned Giving

- Manages schedule of direct marketing activities
- Reviews copy and mailing/email list selection
- Works with designers, printers, communications staff and others to keep website, planned gift microsite and current materials current
- With the PGO, develops and executes a stewardship plan for each donor with a closed planned gift to maximize connection to the Seminary and decrease attrition; tracks actions: phone calls, letters, email, newsletters, events
- Tracks PG donors; generates quarterly reports
- Prepares prompt acknowledgements of documented planned gift intentions

Engaging the world with Orthodox Christianity since 1938.

SUPPORT ST VLADIMIR'S SEMINARY WITH A BEQUEST IN YOUR WILL

Requirements

- A minimum of three years' experience in a not-for-profit development office
- Excellent skills in Blackbaud Raiser's Edge NXT, Research Point, and Online Express; Microsoft Office Suite especially Excel spreadsheets and Word mail merge
- Excellent phone and in-person communication/service skills

Other Qualifications

- Recommends initiatives and implements changes to improve quality and services
- Adherence to strict confidentiality of prospect and donor information
- Outstanding writing and editing skills
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, faculty, external consultants and donors; enjoys a small team environment
- Personal traits: mature integrity, curiosity, ingenuity and works independently, takes initiative, amiable, ability to pivot quickly, attention to detail
- Experience or interest in higher education and/or Orthodox Christianity a plus
- Associate's or bachelor's degree in a related field preferred

Schedule: 28 hours per week, Monday - Thursday with the possibility of full-time hours next year.

Work cannot be done remotely.

Salary range: \$27,000 - \$32,000 or commensurate with experience.

Persons with the stated requirements wishing to apply must send a cover letter, and resume to: adv.associate@svots.edu No phone calls please.