



DIRECTOR, THEOLOGICAL EDUCATION FUNDS DEVELOPMENT



Jeffersonville, IN or remote

POSITION OVERVIEW

This position calls for a commitment to Jesus Christ through the church, an evident love for all people of varying views and personalities, a commitment to the governance of the Presbyterian Church (U.S.A.), a responsible affirmation of personal stewardship, and a concern for the financial support of the Presbyterian Church (U.S.A.) in all of its worship, mission, and witness. The position provides leadership to the Foundation for raising funds to support PC(USA) seminaries and theological education.

MORE INFORMATION

POSTING DATE

06/05/26

SALARY

\$90,000 - \$95,000

DEPARTMENT

Marketing

POSTING NUMBER

HR 26-05-06

Forward resume to Yveshia Berthiaume at
Yveshia.Berthiaume@presbyterianfoundation.org

ABOUT US

Since 1799, The Presbyterian Foundation has been dedicated to gathering, stewarding, and distributing funds for mission, deeply rooted in the Reformed values that have guided us for over two centuries. We are committed to strengthening congregations and their related ministries by developing and managing funds on their behalf, fostering communities of generosity among members and constituents. Our services extend to all Presbyterians, offering a variety of giving and investment options to realize philanthropic goals, all while staying true to our faith-driven principles.

Our mission is carried forward by our Senior Staff and Trustees, whose leadership, experience, and faith values embody the dedication to our cause. They are not just stewards of resources but also of the legacy and integrity of the Presbyterian Foundation. As we navigate the future, we remain focused on impacting the world through faith, hope, and generosity, inviting you to join us in this enduring journey of mission and ministry support.

WHY US?

Legacy & Continuity: Since 1799, the Presbyterian Church has upheld a vision of financial stewardship, exemplified by the creation of its oldest endowment in 1821, which continues to support our mission today.

Exceptional Benefits: Enjoy access to a highly affordable health insurance plan, generous vacation time, and a comprehensive benefits package that includes a pension retirement plan.

Positive Work Culture: Experience a workplace that values meaningful work, fosters respect, and maintains a pleasant and supportive environment.

Personal & Professional Growth: Embark on a unique career path within the organization, benefiting from opportunities to broaden your expertise and personal development.

DIRECTOR FOR THEOLOGICAL EDUCATION FUNDS DEVELOPMENT JOB DESCRIPTION

Position Summary

The Director for Theological Education Funds Development will lead the successful cultivation of and communication with current and potential financial supporters of our Presbyterian Church (USA) seminaries through gifts and investments to the Theological Education Fund and Theological Schools Endowment Fund utilizing the products, services, and tools of the Presbyterian Church (USA) Foundation and its affiliates. An effective Director will be an experienced collaborative leader in theological education fundraising, and the PC(USA); able to secure gifts and commitments to theological education in the PC(USA); an established relationship builder and proven communicator, with a cultural competence, corporate and ecclesial acumen, and a contagious passion for theological education in general and PC(USA) seminaries in particular.

Scope & Breadth of Position

This position reports directly to the Vice President for Marketing and Communications of the Presbyterian Foundation and is supported in an advisory relationship with the Executive Committee of the Committee on Theological Education (COTE) or its designee(s).

Budget Responsibility

Operating Budget
Theological Education Fund Gifts
Theological Schools Endowment Fund Gifts
Other Gifts to Theological Education

Responsibilities

- 1. Secure gifts** and commitments alongside Foundation Ministry Relations Officers to target, cultivate, solicit, secure, and steward assets and relationships of individuals and foundations and other donors to support Committee on Theological Education objectives.
 - a. Articulate and build upon a strong case for theological education that motivates support for PC(USA) theological education and motivate others to do so from their perspective within their networks.
 - b. Structure, gain support, implement, and maintain a prioritized fund raising strategy based on donor research and analysis.
 - i. Foster and support a culture of generosity among all partners and constituencies.
 - ii. Design and implement short and long term fundraising plans and budgets in order to support the organization's strategic goals
 - iii. Partner with Foundation staff, when appropriate, when invited or to refer a prospective donor.
 - c. Steward faithful donors and maintain key systems that have been successful in keeping donors engaged.
 - d. Cultivate new prospects and client relationships with high-profile Presbyterians to deliver major gifts for use with theological education related missions.
- 2. Manage PC(USA) Theological Education fundraising program:**
 - a. Ensure sound administration and management of theological education gifts and donations
 - b. Apply key principles of marketing, public relations, and funds development
 - c. Conduct ongoing performance analysis of the program and strategic plan
 - d. Foster professionalism and productive team-oriented work environment alongside development and operations staff
 - e. Contract for services to optimize the overall program and strategy
 - f. Utilize the products and services of the Presbyterian Church (U.S.A.) Foundation to create a keen awareness of the Foundation services among the Presbyterian leadership and Presbyterian constituencies
- 3. Lead PC(USA) Theological Education fundraising program:**
 - a. Work collaboratively with and advise the Executive Committee or its designee(s) of the Committee on Theological Education on clear short-term and long-range development plans
 - b. Participate in COTE strategic planning process to ensure the integration of the fundraising program



- c. Engage a continuing education plan through the Foundation with COTE support.
 - i. Be equipped with Foundation giving tools and capacities
 - ii. Grow as a leader in funds development skills and capacity through coaching and/or training and certification programs
 - iii. Stay abreast and share with partners philanthropic, economic, educational, social and community trends related to the PC(USA) and theological education that may impact development initiatives

Relationships

- Donors to PC(USA) Theological Education
 - Fundraising conversation partner with interested individuals and leaders
 - Strategic thought partners
- Committee on Theological Education
 - Guided by and accountable to the Committee on Theological Education through the TEF Advisory Committee for performance metrics, annual goals, job requirements, and regular responsibilities
- Presbyterian Foundation
 - Administratively supervised by the Vice President for Marketing and Communications of the Presbyterian Church Foundation.
 - Partner with Presbyterian Foundation Staff in Marketing and Development, including regionally deployed Ministry Relations Officers, internal fundraising software and relationship software professionals and analyzers, and communications specialists.

Performance Metrics

- Increase gifts and commitments to PC(USA) theological education through the Presbyterian Foundation by:
 - Building a development plan and providing a sustainable portfolio
 - Growing prospective donor engagement and year over year giving
 - Growing as a leader in theological education and as a fundraising professional
- In consultation with the Foundation VP of Marketing and Communications, establish annual goals designating specific metrics
- Maintain high trust and respect levels with partners and prospective donors
- An increase in the dollar volume of gifts to the TEF and TSEF
- An increase in the number of donors TEF and TSEF
- Quarterly tracking of the following that includes a return on investment analysis:
 - Communications and promotional efforts
 - Visits, calls and contacts made to congregations or organizations
 - Efforts of COTE, PC(USA) Seminaries, and Foundation

Experience and Job-Related Requirements

- The ideal candidate will have:
 - Respect among theological education leaders, especially in the PC(USA);
 - Extensive relationship networks within theological education and the Church;
 - Relationship building skills to gain the support of thought leaders, staff, donors, prospects, and other internal and external constituencies;
 - Proven and creative communication, presentation, writing, speaking, cultural competency, and interpersonal skills;
 - Political savvy and negotiation skills that solidify partnerships and/or move the mission forward;
 - Ability to identify and match donor interests and joys with needs in PC(USA) seminaries and PC(USA) theological education;
 - Proficiency at work plan prioritization, self motivation, team work, and time management that maximizes return on investment;
 - A record of proactive planning and implementation of long-term goals;
 - Excellent listening skills, giving full attention to partners with the ability to ask appropriate and adequate questions to uncover and identify potential donor opportunities.
- Required
 - Bachelor's degree
 - Four or more years of experience in fundraising and/or theological education
 - Active membership in the PC(USA)



- Ability to navigate PC(USA) culture, polity, seminaries, and traditions
- Excellent organizational, relationship building, and communication skills
- Travel up to 30%
- Other Preferred experience includes:
 - Advanced Degree in theological education
 - Knowledge of the polity, organizational structure, and mission of the Church
 - Ordination as a ruling or teaching elder in the PC(USA)
 - Experience working in a faith-based or non-profit environment
 - An advanced degree or certification, especially in theological education, business administration, and/or fundraising.

Physical Requirements

- Ability to communicate orally with management, co-workers, constituents, and public both individually and in a group/team environment
- Regular use of the telephone and e-mail for communication is essential
- Sitting for extended periods is common
- Hearing and vision within normal ranges are essential for typical conversations to receive ordinary information and to prepare or inspect documents
- No heavy lifting is expected. Exertion of up to 10 lbs. of force occasionally may be required.
- Good manual dexterity for the use of common office equipment such as computer terminals, calculator, telephone, and copiers.

Work Environment

- The job is performed indoors in a home office setting or possibly in a traditional office setting.
- Activities include extended periods of sitting and extensive work at a computer monitor and/or digital screen.
- Travel is required.

“The Presbyterian Foundation is an Equal Opportunity Employer”

The Presbyterian Church (U.S.A.) Foundation, along with its subsidiary New Covenant Trust Company (NCTC), are Equal Opportunity Employers. We provide equal opportunities in all employment positions, regardless of age (as defined in the Age Discrimination in Employment Act), disability, sex, national origin, race, color, creed, religion, sexual orientation, gender identity, gender expression, or veteran status.

