

The Moves Manager

Reports to: Director of Annual and Leadership Giving
Connects to: CEO, Coordinator of Events, Donor Relations and Stewardship, Associate Chancellor Finance, Data Base Coordinator, Dean, Faculty, Administration, Board, Volunteer Alumni Relations Director, SVS Press, SVOTS staff
Supervises: In FY 2018 a supervisory role may develop
Note: This position is half time in FY 2017

Overview:

The Moves Manager is the chief honest broker for moving prospects and donors through the SVOTS giving pipeline. This position is vital to the moving up the ladder strategy of annual, planned and major giving prospects and donors. The Moves Manager manages the entire giver prospect and donor base currently consisting of the donor base of 3,000 active prospects. Currently 75 of those givers/prospects are identified as “major givers/prospects with a capacity of \$10,000 or more.

The Moves Manager is involved in the specific goals of the Advancement Office over the next three years, which specifically include:

	FY 2017	FY 2018	FY 2019
Annual Giving*	\$1,000,000	\$1,050,000	\$1,100,000
Events	\$40,000	\$60,000	\$80,000
Major Gifts	\$100,000	\$250,000	\$500,000
Totals	\$1,140,000	\$1,360,000	\$1,680,000

Job Responsibilities:

Moves Management Program:

Organizational

- Is identified as recognized as the lead “honest broker” in the identification, cultivation, solicitation and stewardship of givers/prospects for SVOTS and that contacts are assigned and followed up on appropriately.
- With the CEO and Director of Annual and Leadership Giving, defines the giver/prospect pool.
- Defines and is able to articulate the case for giving to SVOTS.
- Works with each assigned primary contact to develop their giver/prospect portfolio.
- Monitors the activities, call reports and input of all with assigned givers/prospects.
- Works with Data Base Coordinator to ensure all information inputted and report fields accurate.

- Tickler system to keep strategies and cultivation and solicitation steps moving.
- Coordinate those involved in cultivation or the ask.
- Be sure that measurable outcomes are set and managed for moves on a weekly bases.
- Identifies briefing and training opportunities to maintain team knowledge and passion for SVOTS progress, programs and achievements and challenges of leadership, faculty and staff.

Strategic:

- Monitors the activities, call reports and input of all with assigned prospects; red flagging and taking a proactive coaching role in helping with challenging giver/prospect interactions, communications and other relationship issues.
- Keeps the CEO and Director of Annual and Leadership Giving consistently aware of issues that should be handled by the leadership.
- Establishes and publishes the Moves Management Meetings calendar in collaboration with the CEO and Director of Annual and Leadership Giving.
- Prepares and coordinates monthly moves meetings and prepares all materials for those discussions.
- Works and coaches individuals on managing their prospect pools, strategies and caseloads.
- Coordinates with the Director of Annual and Leadership Giving, the CEO and the Director of Institutional and Advancement Communications, all proposals, material requests, pledge letters, etc. that are in the pipeline
- Ensures with the Director of Annual and Leadership Giving, the Director of Institutional and Advancement Communications, the Coordinator of Events, Donor Relations and Stewardship that all recognition correspondence, awards, etc. are processed
- Works with the team to develop individual and collective strategies designed to meet giving goals with regard to Short Term, Mid Term and Long Term Seminary goals.
- Redefine the strategy on events; conversations, moves and realities unfold in real time.
- Takes the proactive lead in identifying new opportunities and approaches for giving and redirection when individual strategies are not successful.

Reporting:

- Produce weekly log of activities, action steps and accomplishments.
- Produce monthly report on givers/prospects pool globally and primary contact individually.
- Produce quarterly summary of all givers/prospects pool activities and corresponding resources raised based on correlation between activity reports and pledges and closed gifts.
- As requested prepares and gathers data and information required for meetings of the Board, volunteer committees, annual/alumni groups as appropriate and reports requested by the CEO and Associate Chancellor for Finance and Director of Annual and Leadership Giving.

Expectations:

- Has a presence on the Seminary campus during all required and appropriate events, services, holidays, etc.
- Keeps updated on latest technology and best practice strategies for Moves Manager

- Establishes respected and trusted role in navigating givers/prospects donor base and results required throughout the year.

Assumes a proactive role in the Office of Institutional Advancement and the Seminary with the focus on advancing the sustainability of the Seminary and the perpetuation of SVOTS' mission, vision and goals.