

# Job Announcement

## Advancement Associate

SAINT VLADIMIR'S ORTHODOX THEOLOGICAL SEMINARY  
575 Scarsdale Road, Yonkers, NY 10707

Saint 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 at St. Vladimir's come from across North America and 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 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.

### 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; coordinates with staff designer and external printers
- Records and tracks printing and other advancement-related expenses
- Generates mailing lists for appeals and annual reports
- Processes accurate donor statements with letters annually
- Records demographic updates such as deaths, ordinations, new addresses, change of parish, email addresses, 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/virtual 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 other media and materials current
- With the planned giving officer, 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, and events
- Tracks planned giving donors; generates quarterly reports
- Prepares prompt acknowledgements of documented planned gift intentions

## Qualifications

- Associate's or bachelor's degree in a related field
- A minimum of three years' experience in an administrative position, preferably 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
- Ability to brainstorm initiatives and implement 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: maturity, integrity, curiosity, ingenuity, ability to work independently and take initiative, amiable, ability to pivot quickly, attention to detail
- Experience or interest in higher education and/or Orthodox Christianity is a plus

This opportunity will begin at three quarters-time (27 hours per week) with the possibility of full-time employment next year. Qualified candidates should send a cover letter and resume to:

[adv.associate@svots.edu](mailto:adv.associate@svots.edu). No phone calls, please.