**Dean of Advancement** – Trinity School for Ministry, Ambridge PA, is seeking to hire a Dean of Advancement. **Purpose:** To serve as chief fundraising officer with responsibilities to collaboratively set and achieve specific fundraising goals to support operational and project gift income needs; to work closely with the Dean/President in designing strategic plans and implementation of the seminary’s vision. **Reports to:** Board of Trustees and Dean/President. **Principal Duties include:** Work alongside Dean/President to reach defined annual gift income and capital projects; review and evaluate Advancement metrics with Dean/President; design two-year modules of fundraising to include mailings, social media, visitations, and innovative ways to express Trinity’s mission; build donor relationships; develop new donor base; plan discovery visits to secure major gifts; prepare department reports; attend Dean’s Cabinet meetings; oversee the Director of Planned Giving, Development Staff, and Director of Communications; develop a personal portfolio of key giver/potential giver relationships; solicit gifts through visits and phone calls; create a comprehensive list of potential prospects; prepare timely proposals and grants; provide fund support for North American Lutheran Seminary; communicate fundraising progress and program growth with Board of Trustees, Advancement Committee, and Deans; prepare and present reports to Board of Trustees detailing fundraising goals and performance; attend Morning Prayer daily (when not travelling). **Knowledge, skills, and abilities include:** strong Christian-based faith; high relational capital and comfort with significant asking; knowledge of Development work; high energy capacity; ability to think strategically; ability to write and speak persuasively; ability to travel by plane and car; ability to work at a desk for extended periods of time; ability to analyze results; possess a passion for Trinity’s mission; ability to sign and adhere to Trinity’s Statement of Faith and Covenant. **Education and Experience:** Successful direct or related experience in gift solicitation and team management. **Competitive wages and excellent benefit package.** Qualified candidates are encouraged to apply by submitting a cover letter, resume, and list of three references or letters of recommendation to Elaine Lucci, HR Administrator, at [elucci@tsm.edu](mailto:elucci@tsm.edu) by May 17, 2019.