



DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

AT THE GRADUATE THEOLOGICAL UNION

JOB DESCRIPTION

TITLE: DSPT Donor Services Manager (DSM)
REPORTS TO: President, Dominican School of Philosophy & Theology
COLLABORATES WITH: Western Dominican Province Central Advancement Office
LOCATION: Berkeley, CA – Dominican School of Philosophy & Theology

Introduction: Founded in 1932 as the College of St. Albert the Great, the Dominican School of Philosophy & Theology (DSPT) is one of the Western Dominican Province's primary apostolates. The DSPT is a small, Catholic graduate school that serves both lay men and women, as well as those in formation with the Dominicans and other religious orders. DSPT's mission is the pursuit of truth as revealed in the Gospel and discovered by human reason. Inspired by the Dominican practice of disciplined inquiry and learned preaching, the School draws its students into the rich tradition of classical philosophy and Catholic theology, especially as exemplified by the great Dominican scholar, St. Thomas Aquinas.

The DSM is employed by the DSPT and works under the direction of the DSPT President. The DSM will support the advancement responsibilities of the DSPT President and the school at large. The DSM will also be a part of the larger Advancement Team of the Western Dominican Province, though the DSM's daily responsibilities and direction will be guided by the DSPT President.

Primary Duties & Responsibilities:

1. The DSM will work under the direction of the President of the DSPT.
2. The DSM will collaborate with the Director of Institutional Advancement of the WDP to achieve DSPT fundraising goals by using the resources available by the WDP Advancement Office.
3. The DSM will primarily help the DSPT President successfully manage the tasks and objectives related to his donor portfolio.
2. This collaborative relationship between the WDP Central Advancement Office will fulfill the WDP Acts and Statutes which states, *"The Province's Development Office shall coordinate the development efforts of St. Albert the Great Priory, the Dominican School of Philosophy and Theology, and the Western Dominican Province."* **180 ORDINATION (2015).**
3. Manage all donor recognition and stewardship activities and methods.
4. Manage the development and production of direct mail pieces and donor communications.
5. Support a timely, personalized and accurate gift acknowledgement system
6. Provide outstanding and timely service to donors, and other external customers.
7. Communicate with all faculty, staff and volunteers so that a unified and collaborative effort may be executed in serving the needs of our benefactors.
8. Help maintain accurate and informative donor records (database and physical).
9. Other duties as assigned.

Supervisory Responsibilities: Oversee the management of volunteers



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Other Responsibilities:

1. Act as an Advancement liaison to various friars, staff and external relations of the DSPT.
2. Collaborate with the DSPT Director of Communications, help support communication tools, channels and strategies of the DSPT.
3. Assist in the writing and publication of DSPT print materials, press releases and other external communication pieces.
4. Recruit and train volunteers as necessary.
5. Adhere to the highest levels of professional standards, confidentiality, ethics and the Donor Bill of Rights (AFP).
6. Collaborate and coordinate with the Finance Office on budgetary and other appropriate development-finance related issues.
7. Collaborate with the Database Manager to ensure accuracy of records and reports.
8. Some travel may be required per responsibilities.
9. Attend DSPT and Province events per responsibilities and needs of the DSPT position and the WDP Advancement Office.

Essential Qualifications:

1. Previous work in fundraising, alumni relations, customer service, or as executive assistant.
2. Exceptional interpersonal skills and an ability to communicate effectively in writing, by phone, or in person, with cheerfulness, grace and professionalism.
3. Ability to work through competing tasks diligently and methodically.
4. Exceptional organizational skills, creativity and attention to detail.
5. High proficiency in the use of the MS Office Suite of products.
6. High degree of comfort using the internet, databases and web-based applications.

Other Desired Qualifications:

1. Ability to work collaboratively and effectively in groups or be an independent worker.
2. Ability and desire to use God-given talents in service to others.
3. Active member of parish/faith community.
4. Familiarity with the Order of Preachers, specifically the Western Dominican Province.
5. Familiarity with the Raiser's Edge Database
6. Experience dealing with high-level individuals, executives, professionals and their families.

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- Salary depends on experience. Position will remain open until filled.
 - Relocation funds not available.

Submit resume and cover letter to info@opwest.org. Attn: Chris Hanzeli, *Director of Institutional Advancement*.