



**VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
SEMINARY OF THE SOUTHWEST**

Austin, Texas

[Seminary of the Southwest](#)



SEMINARY OF THE
SOUTHWEST

AN EPISCOPAL SEMINARY

The Aspen Leadership Group is proud to partner with Seminary of the Southwest in its search for a Vice President for Institutional Advancement.

The Vice President for Institutional Advancement, in collaboration with the Dean and President, the Development Committee of the Board of Trustees, and the faculty and staff, will implement the vision and goals of the board of trustees to advance the mission of seminary. The Vice President will lead, manage, and direct a comprehensive program of institutional fundraising, including the annual fund, major gifts, planned giving, and capital campaign initiatives. The Vice President will work closely with the Dean and President, advising on matters of donor solicitations, alumni/ae and church relations, external constituency relations, and special events. The Vice President will manage and mentor all personnel in the Office of Institutional Advancement and serve as liaison to the Development Committee of the Board of Trustees. The Vice President is a senior advisor to the Dean and President for strategic decisions to strengthen the institution for the near- and long-term future.

The Vice President will join the Seminary of the Southwest after the completion in 2013 of a successful major gifts campaign to address the needs for faculty endowment, scholarship endowments, and annual fund surpassing its goal of \$15.9 million. Currently the Seminary is in the quiet phase of a \$20 million campaign to increase endowed scholarship, maintain financial strength, and redesign two buildings on campus to create a Library and Teaching Complex. Over the past five years, Southwest's Annual Fund has remained consistent with goals between \$800,000 and \$900,000.

Seminary of the Southwest, located in the heart of Austin, Texas, is a triple-accredited institution of higher education offering five master's degree programs exploring the most challenging and exciting questions and issues in religion, counseling, chaplaincy, pastoral care, and spiritual formation. Its mission is to form men and women for the service of Christ in lay and ordained ministry within the church and the larger society. Graduates of the seminary serve the mission of God in parishes, dioceses, hospitals, non-profit organizations, and in the armed forces and beyond. Over 1,200 graduates of the seminary of the Southwest are serving in 23 countries around the world, including 18 bishops serving in the Episcopal Church and in the Anglican Communion.

The seminary has approximately 130 enrolled graduate students, one-half of whom reside on campus, and an additional 220 through non-degree programs of local formation and training within over 20 dioceses within the U.S. The seminary provides excellent residential formation for ordained ministry; offers professional master's degrees to a range of lay professionals in a range of denominations and faith traditions; and serves the church through innovative models for local formation and ongoing training.

Approximately sixty percent of students receive financial aid for tuition through the seminary's scholarship aid and work programs.

Seminary of the Southwest employs 13 full-time faculty, 18 part-time adjunct and visiting faculty, and 23 full-time administrative and support staff. The seminary operates a \$6 million annual budget with an endowment of nearly \$36 million. Its nine-acre campus is situated in close proximity to the University of Texas and downtown Austin. Its professors and instructors are dedicated teachers, thoughtful scholars, and models of leadership. Its staff is knowledgeable and committed to the success of its students.

REPORTING RELATIONSHIPS

The Vice President for Institutional Advancement will receive primary supervision and direction from the Dean and President. In matters involving the administration of institutional financial resources, contracts, and legal affairs, the Vice President will receive secondary supervision and direction from the Executive Vice President for Finance and Administration.

PRINCIPAL OPPORTUNITIES

With a compelling mission to advance Seminary of the Southwest as an instrument of healing and reconciliation in the world, the benefit of educated and motivated colleagues, and an engaged Dean and President, the position of Vice President for Institutional Advancement offers a rare opportunity for a talented advancement professional.

Seminary of the Southwest's core values of hospitality, conversation, mutuality, respect, rootedness, and celebration speak to an environment that encourages commitment to faith, imagination, and skill. The Seminary possesses tremendous untapped potential and seeks a Vice President who has chosen to have a transformational impact on the present and future of the institution and its students' formation to be compelling and effective priests, counselors, chaplains in challenging times. The ideal candidate would have skill in administrative leadership and passion for mentoring.

PRIMARY RESPONSIBILITIES

The Vice President for Institutional Advancement will

- solicit major gifts, galvanize board and faculty involvement, and promote philanthropy in support of Seminary of the Southwest and its mission;
- assist and support the Dean and President in development activities;
- manage and direct Institutional Advancement staff and collaborate with consultants on strategic objectives encompassing annual giving, alumni relations, major gifts, planned giving, foundations, research, and communications and marketing directly related to development campaigns and programs;
- direct fundraising activities, including annual fund; alumni/ae relations; major gifts and planned giving; case writing; brochure, appeal, and proposal writing; volunteer development; and cultivation, solicitation, and tracking of prospects;
- oversee other promotional and informational efforts in the Office of Institutional Advancement;
- direct development-related external and internal constituency relations, including oversight of programs and activities that communicate important achievements and projects to the

seminary's various constituency groups (graduates, parishes, friends, foundations, and church-related organizations, etc.);

- oversee alumni/ae relations and establish a strong relationship with the Alumni/ae Association's executive committee;
- oversee campus events related to development efforts (alumni/ae days, lectures, etc.) in conjunction with other departments as appropriate;
- utilize technology/databases to achieve effective record-keeping, to acknowledge and report gifts, grants, and bequests and to institute "best practices" in higher education, as defined by the Council for Fundraising Executives (CFRE) and other professional fundraising organizations, and conforming to Generally Accepted Accounting Principles in the United States and Financial Accounting Standards Board ASUs;
- develop and monitor departmental budget strategic plan objectives to achieve advancement-related programs;
- collaborate with the development committee of the Board of Trustees to facilitate effective fundraising activities; and
- coordinate with the Dean and President's calendar for donor cultivation and solicitation.

KEY COLLEAGUES



The Very Rev. Cynthia Briggs Kittredge Dean and President

Dean Kittredge is the eighth Dean and President of Seminary of the Southwest. The focus of Dean Kittredge's leadership is the formation of Christian leaders in community for the vitality of the church and to advance God's mission of reconciliation. She believes that critical engagement with scripture, tradition, and context, energized by imagination, and grounded in prayer is the center of formation for mission.

In the wider church, Dean Kittredge is a respected scholar and preacher who teaches and leads retreats on the vital intersection of scripture, spirituality, and preaching for Christian leaders. In her role as Dean and President, she continues to form students at Southwest in creative and faithful approaches to biblical studies, early Christian history, Greek reading, and the embodied practice of liturgical leadership.

She was appointed in 2013 after serving on the faculty as the Ernest J. Villavaso, Jr. Professor of New Testament and as Academic Dean. Committed to theological education for the church, Dean Kittredge has served as a member of the Steering Committee for Theological Education in the Anglican Communion, as Chair of the Board of the Episcopal Evangelism Society, and President of the Anglican Association of Biblical Scholars.

A biblical scholar valued by her colleagues for her insight and generous collegiality, Dean Kittredge is a contributor to *The New Oxford Annotated Bible* and the *Women's Bible Commentary*, and the author of *Conversations with Scripture: The Gospel of John* and *Community and Authority: The Rhetoric of Obedience in the Pauline Tradition*. She co-edited *The Bible in the Public Square: Reading the Signs of the Times* and *Walk in the Ways of Wisdom: Essays in Honor of Elisabeth Schüssler Fiorenza*. She is the co-editor of the *Fortress Commentary on the Bible: The New Testament* (2014).

Fascinated by the interplay of intellect and imagination in the interpretation of scripture, she wrote *A Lot of the Way Trees Were Walking: Poems from the Gospel of Mark* (Wipf & Stock, 2015).

Prior to joining the seminary faculty in 1999, Dean Kittredge taught at Harvard University and the College of the Holy Cross. She serves as assisting priest at The Episcopal Church of the Good Shepherd in Austin. MDiv, ThM, ThD, Harvard Divinity School; BA, Williams College.

She is married to Frank D. Kittredge Jr. and they have three grown children.



Frederick L. Clement
Executive Vice President

Frederick L. Clement is Executive Vice President for Finance and Administration. Appointed in 2012, he partners in close collaboration with President Cynthia Briggs Kittredge, Academic Dean Scott Bader-Saye, and a talented group of board members, faculty, and staff to execute the seminary's strategic plan. His functional areas of management responsibility include administration, finance, investment, accounting, facilities, HR operations, auxiliary services, and legal affairs. He is a member of the board's executive committee and its committees on strategic planning, investment and finance, and building. As corporate representative of the Seminary, he serves on the Diocese of Texas's Natural Resources Stewardship Committee by appointment of the Bishop Diocesan; the committee advises on the strategic management of oil and gas interests owned by diocesan foundations and the Seminary. Together with Professor Steven Tomlinson, he co-teaches a course on parish administration, extending his reach across campus from his office in the Rather House to the classroom to interact with students.

As a lifelong learner, Executive Vice President Clement has participated in executive education and certificate programs in negotiation, investment management, risk management, and mediation at Harvard Law School, the CommonFund Institute at Yale, Cambridge, and at the Dispute Resolution Center of Austin, where he served as board resident and a certified mediator. He has attended numerous conferences and seminars on accreditation, tax and employment law, higher education management, Title IV federal student aid, and Title IX compliance. He has been profiled on the cover of *Church Executive* magazine and is a recipient of the Golden Hammar Award for excellence in administration. He is married to Donna Hill Clement and they have two children. MLA, Harvard; BA, University of Texas at Austin.



The Rt. Rev. C. Andrew Doyle, Bishop Diocesan
Chair, Board of Trustees

C. Andrew Doyle, ninth Bishop of Texas, describes his six-word autobiography as, "Met Jesus on pilgrimage, still walking." Bishop Doyle received his M.Div. from Virginia Theological Seminary after receiving a fine arts degree from the University of North Texas. Prior to his election in 2008, Bishop Doyle served for five years as Canon to the Ordinary. He also served churches in Temple and College Station and was elected deputy to several General Conventions. He most recently served on the Structure Committee and is currently President of the Compass Rose Society, a global group of patrons and leaders making a difference in the Anglican Communion.

Bishop Doyle's focus for ministry is service, evangelism, and reconciliation, planting 15 new churches and more than 50 new "missional communities" in the next five years. An avid reader and fly fisherman, Bishop Doyle has written several books, often mixing references from pop culture's music and movies with the latest in secular leadership trends in order to reach the broadest spectrum of readers and challenge Episcopalians to move into their communities with the Gospel in word and action. His writings include

Unabashedly Episcopalian: *The Good News of the Episcopal Church*, 2012; *Orgullosamente Episcopal*, 2015; *Church: A Generous Community Amplified for the Future*, 2015; *A Generous Community: Being the Church in a New Missionary Age*, 2015; *Small Batch: Local, Organic, and Sustainable Church*, 2016; *The Jesus Heist*, 2017.



The Rev. Patrick Miller

Development Chair, Board of Trustees

The Rev. Patrick Miller is the author of two books, *Empty: A Pilgrim's Journey*, and *Spoken: A Collection of Sermons*. Miller received his B.A. from Austin College in Communication and Philosophy in 1990. He received his M.Div. from the Seminary of the Southwest in 2000.

In February 2008, Miller became the ninth rector of St. Mark's Episcopal Church and School. He serves as Executive Chairman of St. Mark's Episcopal School, and as a member of the St. Mark's Episcopal Church Endowment Board. He serves the Diocese of Texas as a trustee of the Seminary of the Southwest. As a deputy to the 2018 General Convention, he was a member of the Liturgy Design Committee and Cuban Relations Committee. He has served as dean of the East Harris Convocation, secretary of the Standing Committee, and as a member of the Bishop's Transition Committee and Diocesan Youth Ministry Transition Committee. Additionally, he has served as a member of the Executive Board of the Episcopal Foundation of Texas, and as a trustee of Camp Allen.



Dr. Scott Bader-Saye

Academic Dean

Scott Bader-Saye joined the Seminary faculty as the Helen and Everett H. Jones Chair in Christian Ethics and Moral Theology in 2009 and has served as Academic Dean since 2013.

His current research centers on theological readings of gender and transgender. Other research interests include economy, sexuality, political theology, virtue ethics, and interfaith dialogue. He teaches the core Theological Ethics courses for all degree programs. He is author of *Formed by Love* (2017), *Following Jesus in a Culture of Fear* (2007), and *Church and Israel After Christendom* (1999/2005). He has contributed to *The Blackwell*

Companion to Christian Ethics (2006) and *The Cambridge Companion to the Gospels* (2006), and has published widely in theological journals and magazines.

Professor Bader-Saye helped found and lead Peacemeal, a missional Episcopal community in Scranton, PA, served on the Episcopal Church Executive Council Economic Justice Loan Committee, currently serves on the Gathering of Leaders Steering Committee, and is active as a teacher and parishioner at St. Julian of Norwich Episcopal Church, a mission in northwest Austin. PhD, Duke; MDiv, Yale Divinity; AB Davidson College.

PREFERRED QUALIFICATIONS

Seminary of the Southwest seeks a Vice President for Institutional Advancement with

- an ability to collaborate in an academic, entrepreneurial, and spiritual environment;
- demonstrated success cultivating, soliciting, closing, and stewarding individual major gifts;
- demonstrated success with annual fund, capital campaign, planned giving, foundation grants, alumni/ae affairs, and church relations;
- experience in leading and managing a team of development professionals;
- outstanding interpersonal and communication skills and the ability to engage diverse constituencies;
- knowledge of and interest in the Episcopal Church;
- a strong understanding of the appropriate interface among marketing, public relations, and publications with the development function; and
- excellent organizational communication and interpersonal communication skills.

A bachelor's degree in a relevant field of discipline is required. A master's degree is a plus. At least ten years of progressively responsible experience managing all aspects of an institutional fundraising department, including annual, major and planned gifts, foundations, capital campaigns, and alumni/ae relations is preferred.

DIVERSITY, EQUITY, AND INCLUSION

Seminary of the Southwest values a professional work environment characterized by its core values of hospitality, mutuality, respect, conversation, rootedness, and celebration. This is a community whose members have diverse cultures, backgrounds, and life experiences. The Seminary's leadership recognizes that a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. The Seminary is committed to providing equal opportunity for employment and advancement in all of its academic and administrative departments and programs. It celebrates a culture of respect, values diverse life experiences and heritages, and endeavors to ensure that all voices are valued and heard. The Seminary employs persons and admits students without regard to race, sex, color, nationality, ethnic origin, sexual orientation, gender identity, and gender expression.

SALARY & BENEFITS

Seminary of the Southwest offers a competitive and comprehensive salary and generous employee benefits package including, among an array of plans, group health and dental care, health savings account, employer-funded retirement plan contributions, and paid vacation.

LOCATION

This position is located in central Austin, Texas.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. Before submitting your materials, please read them over for accuracy. Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Vice President for Institutional Advancement, Seminary of the Southwest.](#)

To nominate a candidate, please contact Don Hasseltine:

donhasseltine@aspenleadershipgroup.com.

All inquiries will be held in confidence.