

Director of Development

*Our Lady of the Angels Province,
Franciscan Friars Conventual*

General Description

Building on the success of its first-ever capital campaign, the Director of Development is a newly created position responsible for developing and implementing a comprehensive major gift fundraising program for the Our Lady of the Angels Province of Franciscan Friars Conventual, a Roman Catholic religious order of men founded 800 years ago by Saint Francis of Assisi.

The successful candidate will be responsible for growing the major gifts program, managing an active major gift-level portfolio of individuals, implementing strategic and effective donor relations to secure current and planned gifts, and managing the planned giving efforts. The Director will lead efforts to expand and diversify the Province's established donor base while mapping out long-term fundraising strategy.

An experienced fundraising professional, the Director of Development reports to the Executive Director of Mission Advancement, serves as a member of the Mission Advancement leadership team and helps set organizational strategy.

Responsibilities

Fundraising

- Grow and manage an active portfolio of major gift donors and additional prospects with the capacity to give five, six, and seven figure gifts including stewardship of current donors.
- Implement a moves management approach, including research, identification, cultivation, face-to-face solicitation, and stewardship.
- Direct prospect research utilizing the donor database, the DonorSearch wealth screening application, recommendations from stakeholders, and other means to identify and qualify donors.
- Lead and implement major gift cultivation and stewardship plan in coordination with Province leadership and Mission Advancement staff.
- Provide strategy support and staffing to Province leadership, Executive Director of Mission Advancement, key volunteers, and others for prospect and donor cultivation and solicitation visits, events, and activities.
- Assist with development and engagement of lay Advisory Board.
- Lead and grow planned giving initiatives, manage planned giving vendors like PG Calc, and develop new marketing strategies.

Management/Reporting

- Manage systems and software to track and cultivate donors and prospects.
- Work with the Mission Advancement office to align efforts and set goals.
- Track and report progress using defined metrics and goals.

Professional Development

- Participate in appropriate professional development activities to keep current with issues and trends in the fundraising field.
- Perform other duties and special projects, as assigned.

Hours: Full time

Annual wage: \$85,000

Benefits:

Health: Package includes 100% coverage of medical, dental, vision and short-term disability for employee.

Retirement Plan: You may immediately participate in the Province's 403b contributory retirement savings plan with your own funds. Eligibility for an employer match begins after twelve (12) months of successful employment.

Paid Holidays: Fourteen (14) per year

PTO Days: Eight (8) per year

Qualifications:

- Several years of progressively responsible experience in non-profit revenue generation.
- Proven track record of creating and executing fundraising strategies, with success in soliciting and closing major gifts from individuals and foundations.
- Experience with securing planned gifts desirable.
- Outstanding written and verbal communication skills.
- Willingness to travel.
- Commitment to the Roman Catholic Church and the mission of the Franciscan Friars Conventual.
- A good sense of humor, patience, and open-mindedness in working with others.
- Bachelor's degree is required.

Application Requirements

- Cover letter that outlines your interest in the position, how your values align with the Friars, and highlights your professional and/or personal achievements that have relevance to the position's responsibilities
- Resume
- Writing samples from professional experience (i.e. solicitation letter)

For more information or to apply, please contact Joseph Hamilton at jobs.ma@olaprovince.org