

School Sisters of St. Francis Job Description

Job Title: Director of Donor Engagement - FULL TIME

SUMMARY

Working closely with, and under the direction of the Director of Mission Advancement, this position is responsible for advancing the vision and mission of the congregation and Mission Advancement Office by development of direct mail fundraising strategies, helping secure event sponsorships, management of a small portfolio of mid-level donors, and acts as a liaison to all mission groups, parishes and schools.

BASIC EXPECTATIONS

- Outstanding communication skills with the ability to excite others about our mission.
- Team-oriented with a strong work ethic.
- Organized with a focus on the ability to prioritize and manage multiple projects and deadlines.
- Highly developed interpersonal skills with the presence and personal style to represent the School Sisters of St. Francis Mission to diverse constituents.
- Proficient in usage of MS Word, Excel and PowerPoint and know, or be willing to learn, Raiser's Edge software.
- Available to work some evenings and weekends as needed.
- A thorough grasp, or the willingness to learn, of our congregation's charism, goals and priorities.
- Maintain confidentiality
- Willing to travel

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- In collaboration with Director of Mission Advancement (DMA), develop direct mail fundraising strategies and manage this ongoing effort at least 5 times per year.
- Manage a small portfolio of mid-level donors by developing authentic relationships that lead to increased giving.
- Help the DMA identify, cultivate, and research donors and develop profiles and strategies to advance relationships with the School Sisters of St. Francis Congregation.
- Maintain an active schedule of face-to-face meetings with donors and potential donors.
- Attend and assist with donor cultivation events.
- Work closely with the Communication Director and DMA in the production of donor impact communications including stewardship reports for mid-level and major donors.
- Create partnerships with dioceses, parishes, schools, and other groups.
- Initiate and cultivate sister parish and school connections to international mission sites of the School Sisters of St. Francis.
- Identify Sisters to invite into partnerships to assist in developing relationships.
- Help to create marketing materials for diocesan, school, and group appeals.
- Contact donor groups and assist them in making connections with mission for visits, etc.
- Update information related to mission sites.
- Other duties as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A bachelor's degree is preferred with 5 years of fund development/advancement related experience, preferably including annual fund events, and personal solicitation in a non-profit or faith-based setting. In lieu of a bachelor's degree, more relevant experience will be considered.

BENEFITS and COMPENSATION

- Salary range \$63,000-\$74,000 depending on experience
- Benefits include: Health insurance, dental and vision insurance, 403(b), 401(a) employer match, employer retirement plan, employer provided life and disability insurance
- Partial remote work and/or flexible scheduling considered
- Generous PTO plan

Interested candidates should email a cover letter and resume to Amanda Ferguson at aferguson@sssf.org