

# Ursuline Sisters Mission Job Description

**TITLE:** Development Director

**CLASS:** Full Time-Exempt

## **PURPOSE AND POSITION SUMMARY**

The development director, in cooperation with the Ursuline Sisters Mission (USM) president, board of directors, and USM leadership team, will design, implement, and enhance a comprehensive fundraising and communications program. This charge includes fulfilling and supervising tasks related to donor engagement, annual giving, event planning, grant writing, planned giving, major gifts, capital campaigns and public relations that will support and promote various ministries affiliated with Ursuline Sisters Mission as well as the future care of retired Ursuline Sisters. The development director will oversee all staff in the development department in coordination with ministry directors.

## **ACCOUNTABILITY**

The Development Director is accountable to the Ursuline Sisters Mission President.

## **RESPONSIBILITIES**

**To ensure the mission of Ursuline Sisters Mission is carried out, the development director will:**

- Embrace and demonstrate understanding and assure all development activities are consistent with the mission, values, and vision of Ursuline Sisters Mission
- Carry out the policies and procedures of Ursuline Sisters Mission
- Develop and maintain a consistent brand across ministries
- Meet regularly with the president and ministry directors
- Represent the organization in a knowledgeable and professional manner to potential supporters and to the public
- Advance development opportunities through professional memberships and continuing education
- Foster relationships with donors and community contacts through in person meetings, phone calls, and other correspondence
- Make public appearances and perform speaking engagements with various audiences
- Keep up to date on current fundraising and communication practices and procedures and utilize relevant information in the planning and execution of all projects
- Stay informed about legal ramifications of fundraising and assure that Ursuline Sisters Mission efforts are in conformance with the law
- Supervise and coordinate all members of the development department across ministries
- Perform any other tasks at the request of the president

**To ensure a successful fundraising program, the development director will:**

- Develop a short and long-term fundraising strategy that provides a viable mix of public, private, religious, philanthropic, and corporate sources.
- Oversee the coordination and maintenance of the record-keeping system including gift processing, donor acknowledgments, donor and prospect research, mailing list information, and regular reports

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- Provide leadership to the development committees affiliated with Ursuline Sisters Mission including planning agendas, preparing reports, and facilitating meetings.
- Identify, research, cultivate, and solicit giving opportunities from individuals, churches, and organizations to include annual giving, planned giving, and major gifts programs
- Supervise and coordinate the preparation and maintenance of all grant proposals and reports to ensure that they are prepared and submitted in a professional and timely manner, and monitor the status of applications following submission
- Oversee the planning, preparations, and implementation of fundraising events with volunteer committees and with the development staff

**To ensure a successful communications program, the development director will:**

- Market the organization effectively to a wide range of audiences, including potential and current donors, partners, staff, and the media
- Oversee the preparation of the annual report and newsletters
- Oversee the maintenance and updating of the website, blog, and social media accounts
- Represent the organization to potential supporters and the community
- Oversee public relation efforts to obtain media coverage

### **QUALIFICATIONS**

- A Bachelor's degree in Public Relations, Communications, English, Business, or a related field. An advanced degree or CFRE is desirable.
- Non-profit development: 5 years (required). Major gift solicitation (preferred). Non-profit leadership experience: 3 years (preferred).
- Passion for the mission of the organization, and the ability to communicate the mission.
- Strong word processing and writing skills, as well as good communication, excellent time management, and good organizational skills
- Proficient in Microsoft Office and experience working with a donor database
- Detail oriented and able to work on a team
- Demonstrated ability to plan and implement a successful and comprehensive fundraising and communication program without extensive support staff, including the preparation of grant applications and funding proposals
- Demonstrated ability to identify, research, cultivate, and solicit giving from major donors
- Demonstrated ability to create, plan, and implement successful fundraising events
- Demonstrated ability to meet multiple deadlines
- Demonstrated ability to motivate staff and volunteer leadership in support of fundraising