



DIRECTOR OF ADVANCEMENT

May 02, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The Religious of the Sacred Heart of Mary (RSHM) mission, “that all may have life and have it to the full,” calls us to put ourselves and our resources at the service of those most in need of justice. Our diverse ministries reflect our commitment to the social justice teaching of the Catholic Church and promote life, especially in situations where it is denied or diminished. For more information, please visit www.rshm.org.

POSITION DESCRIPTION

Position: Director of Advancement

Location: Tarrytown, New York

The Director of Advancement is responsible for creating, directing, and implementing effective fundraising strategies and initiatives to engage supporters of the RSHM mission in meaningful ways. This person is responsible for working with the Provincial Leadership Team to tightly integrate primary functions of the Advancement Office. Primary functions include: annual fund; identifying major donor prospects and cultivating relationships with all levels of donors; planned giving; special events; and grant management.

Essential Functions

The essential functions of the position include, but are not limited to, the following:

- Direct all aspects of fund development including annual, major and planned giving, capital projects, database management, and the administration and reporting of department activities.
- Facilitate the design and implementation of both short and long-term development plans, including funding priorities, in conjunction with the Provincial Council in support of RSHM ministries and needs.
- Create and implement a donor identification and cultivation plan that will primarily focus on major, qualified prospects; actively schedule and participate in donor visits; and coordinate all stewardship.
- Organize special events.
- Promote Advancement to the internal and external constituencies in tandem with the Province Director of Communications.
- Effectively involve RSHM Sisters and ministries in the major gift cultivation, solicitation, and stewardship process.
- Develop and manage the department annual budget and perform periodic cost and productivity analyses.
- Provide timely progress reports to the Provincial Council and key constituencies.
- Supervise limited number of Advancement staff in a hands-on environment

Position Requirements:

- Bachelor's degree (minimum) in applicable field.
- Five (5) or more years of broad nonprofit experience in fund development with a proven track record of fundraising success.
- Organized and articulate leader with the ability to create and implement innovative programs and strategies to educate, motivate, inform, and inspire alumnae and others to support RSHM needs.
- Experience and ability in passionately communicating the mission, vision, and values through a compelling Case for Support to multiple audiences.
- Demonstrated ability to think strategically, with a thorough understanding of management techniques, and knowledge of Catholic fundraising and culture.
- Hands-on experience with direct mail, major gifts, planned giving, grant management, special events, fundraising software database, and integration of marketing/communications in Advancement activities. Ability to multi-task is essential.
- Imaginative, dynamic, development professional with a passion for the RSHM mission.
- Able to successfully undergo background check.

Other

Compensation & Benefits



Highly attractive compensation and comprehensive benefits.

Schedule/Travel



At times, this position requires working evenings, weekends, and travel (occasional overnight).

Deadline for Application



June 15, 2018

For consideration, please email:

Paul Rohrmann, SVP
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Search managed by:

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