



SACRED HEART  
MAJOR SEMINARY



# DIRECTOR OF INSTITUTIONAL ADVANCEMENT

September 10, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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The diocese of Detroit ([www.aod.org](http://www.aod.org)) was established by Pope Gregory XVI in 1833, more than 100 years after French settlers built their first church here. At the time, the diocese included all of Michigan, Wisconsin, Minnesota and portions of the Dakotas, east of the Mississippi River. The diocese predates even the state of Michigan, which did not join the union until 1837. At that time, the boundaries of the diocese were changed to fit into Michigan's newly-established borders. St. Anne de Detroit Church was the first church built by settlers in 1701. The church served as the diocese's first cathedral from 1833 to 1848. In 1937, Detroit was elevated to an archdiocese and His Eminence, Cardinal Edward Mooney was named as our first archbishop. In the following decades the region's population grew steadily, which required the expansion of many parishes under Mooney. Today, the Archdiocese of Detroit comprises the six counties of southeast Michigan—Lapeer, Macomb, Monroe, Oakland, St. Clair and Wayne. There are about 1.3 million Catholics in these counties in 224 parishes. There are five Catholic colleges and seminaries. Catholic schools in the Archdiocese include 23 high schools and 64 elementary/middle schools. Archbishop Vigneron is a strong supporter of the Catholic schools and leads them through his pastoral vision "Unleash the Gospel" (<http://www.unleashthegospel.org>).

Sacred Heart Major Seminary (<https://www.shms.edu/>) will celebrate their 100 year anniversary in 2019. Currently, there are 123 seminarians enrolled in the formation process and 1300 alumna. This position requires a close working relationship with the Academic Dean, Director of Finance and other members of the executive leadership team reporting to the rector, Monsignor Todd Lajiness. Reporting to this position will be the Seminary Communications Director; Event Manager; Alumni Manager; Database Coordinator and Administrative Assistant.

# BASIC FUNCTION OF POSITION

**The Director of Institutional Advancement reports to the Director of Development and Stewardship of the Archdiocese of Detroit and is responsible for planning and implementing a comprehensive development program that supports the strategic priorities of Sacred Heart Major Seminary.** The development program includes the annual fund, major gifts, planned gifts, special project giving, endowment building, fundraising and donor stewardship events, donor and prospect research, foundation grants, and corporate sponsorships.

The Director of Institutional Advancement is a member of the Administrative Council of Sacred Heart Major Seminary and works in close collaboration with the Rector and the Director of Finance to strengthen and enhance the fundraising capacity and endowment of the Seminary.

The Director is responsible for the creation and effective implementation of donor cultivation, stewardship and solicitation processes as well as policies and procedures related to the accurate and timely recording, tracking, and reporting of all donations, special event fundraising, and campaigns.

The Director works in close collaboration with the Director of Communications for the Archdiocese of Detroit, the Alumni Relations and Special Events Manager, and the Marketing and Communications Manager to communicate the mission, vision and values of the Seminary and to promote the rector, the faculty, alumni, programs, and special events to internal and external constituents.

## ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

- Analyze, develop, and implement a plan that will generate a tradition of increased giving and participation in the annual fund.
- Supervise the Annual Giving Manager to ensure that constituent data in the donor database is clean and accurate for efficient distribution of publications, invitations, and fundraising appeals.
- Collaborate with the Director of Development and Stewardship in the development and implementation of Major Gifts and Planned Gifts strategies that result in increased giving to the Seminary.
- Manage a portfolio of donors and prospects to cultivate, solicit, and steward major gifts.



# ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB (cont.)

- Serve on the Alumni Association Board of Directors (ex-officio) to provide administrative support for the Board, and to promote alumni engagement with the Seminary.
- Collaborate with the Department of Communications to foster positive media contacts and to coordinate the Seminary's relationship with the media.
- Collaborate with the Marketing and Communications Manager to promote a public image of Sacred Heart that is consistent with its mission, vision, values, and heritage.
- Collaborate with the Alumni Relations and Special Events Manager to ensure that Seminary events meet objectives and are conducted in a manner consistent with its mission, vision, values, and heritage.
- Contribute to the overall direction and excellence of the Seminary by understanding and providing input into the Strategic Plan, assisting in setting annual goals and objectives, and participating in the formulation of departmental policies and practices.
- Maintain the Seminary's reputation for integrity, responsibility, caring, and prudent management of constituent relationships and all business conducted in the Department of Development and Stewardship.
- Other duties as assigned.

## QUALIFICATIONS

- A Bachelor's degree is required, along with seven years of relevant and progressive experience in fundraising. Master's degree preferred.
- Experience in strategic planning for advancement, annual fund development, major and planned gift development, events and alumni relations.
- Fundraising experience in higher education is preferred.
- Supervisory experience required and demonstrated ability to lead. Must possess professional demeanor, unquestionable integrity, and superior interpersonal skills.
- Has superior skills in project management, planning, and organization.
- Must possess superior oral and written communications skills.
- Experience working with donor management software systems and reporting.
- Commitment to the mission, vision, and values of the Catholic Church, Sacred Heart Major Seminary, and the Archdiocese of Detroit. A practicing Catholic in good standing with the Church is required.

# Other

**Salary**



Salary commensurate with education and experience. This full-time position includes medical insurance and 403 (b) retirement benefits.

**Applicant must meet diocesan requirements**



Criminal background check, drug screening and certified in Safe Environment training provided by the Office for Safe Environment and Child & Family Resources.

**Deadline for Application**



**November 1, 2018**

**For consideration, please email resume to:**

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[Arlene@CatholicRecruiter.com](mailto:Arlene@CatholicRecruiter.com)

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