

CATHOLIC RECRUITER ASSOCIATES

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Maryknoll Lay Missioners Mission Advancement Director Job Description

Background:

Maryknoll Lay Missioners is an independent, nonprofit, US-based organization serving in overseas mission and dedicated to providing skills and resources that transform the lives of those in need. Each year, Maryknoll Lay Missioners recruits compassionate Catholics from the US to dedicate three and a half years to help alleviate poverty in Asia, Africa and the Americas. Its innovative approach of directly funding trained, long-term missionaries, leads to better outcomes and sustainable change for individuals, families and children through the missionaries' connection with the local community and personal management of the delivery of the programs. Missioners, who often commit to multiple cycles, emerge as lifelong agents for social change, whose work for justice is rooted in and nourished by Catholic values.

Maryknoll Lay Missioners was created in 1975 as a result of the vision and efforts of the Maryknoll Fathers & Brothers and the Maryknoll Sisters and has thus far placed more than 700 missionaries. After a period of reflection, evaluation and planning, Maryknoll Lay Missioners leadership and staff have set an important 2020 goal to greatly increase the number of lay missionaries who are recruited, trained and placed with communities-in-need. In order to meet this goal, the organization must increase its reach and resources.

The Position:

Maryknoll Lay Missioners (MKLM) seeks a Mission Advancement Director to oversee the organization's development, communications and church relations team of 7 people, which is responsible for implementing comprehensive fundraising, marketing, public relations, and communications strategies. Reporting to and working with the Executive Director, this highly visible management position will develop a robust communications and public relations strategy; tightly integrate and direct the Annual Fund; identify and target donor prospects; nurture and cultivate all levels of donor relationships; write and submit grants and reports; develop a planned giving program; and oversee and integrate US Church Relations outreach.

The ideal candidate will bring his or her own ideas and vision for creating highly successful programs that elevate MKLM's presence, and will work with a passionate, mission-oriented staff, in a collaborative environment, to develop, execute and achieve ambitious fundraising goals. The Mission Advancement Director will be an imaginative, dynamic, development professional with a passion for the MKLM mission. He or she will be energetic, of the highest integrity and possess sound judgement.

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Primary Responsibilities:

Management

- Facilitate the strategic design, organization and implementation of both short and long-term development and communications plans
- Design, establish and maintain an organizational structure within the Mission Advancement department providing leadership, management and administrative skills that motivate and build professional staff competencies
- Work with management to develop funding priorities, outline programs and achieve consensus on appropriate funding initiatives and communications
- Provide leadership and strategic direction for the Advancement staff and create systems and effective processes to bridge operations and ensure communication and coordination among the different roles
- Develop and manage the department annual budget and perform periodic cost and productivity analyses
- Provide timely progress reports to leadership and key constituencies

Fundraising

- Direct all aspects of fund development including annual, major and planned giving, capital efforts and the administration and reporting of department activities
- Oversee the creation and implementation of a gift contact management plan that will primarily focus on major, qualified prospects
- Oversee the creation and maintenance of prospect lists for annual fund gifts, endowment and planned giving
- Effectively promote development to internal and external constituencies
- Assume personal responsibility for the cultivation and solicitation of selected major gift prospects and donors and actively participate in donor visits
- Involve missionaries and returned missionaries in an effective major gift solicitation process

Communications

- Direct strategic communications and public relations plans to support missionary recruitment, donor relations and promotion of the MKLM mission and programs
- Integrate all organizational communications so that donor outreach, publications, website and social media, marketing, and media relations are in sync and support a unified message
- Ensure ongoing interaction, involvement and training of potential, current and returned missionaries in promoting the organization's mission education and fundraising goals
- Recommend direction for donor, missionary, media and Church communications; partner with leadership and staff to create them; and help determine the most effective delivery mechanism (print, email, video, social media, event face-to-face) to leverage content and broaden their reach

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"At once they left their nets
and followed Him."

Matt 4:20



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Qualifications:

- Master's Degree in applicable field or equivalent experience
- 5 years+ senior level in non-profit fundraising
- Articulate leader with ability to create and implement innovative programs and strategies to educate, motivate, inform and inspire donor and others to meet the organization's funding needs
- Experience and ability in communicating the mission, vision, values and compelling cases to multiple audiences, one-on-one and through formal proposals, correspondence and presentations
- Demonstrated ability to think strategically
- Thorough understanding of management techniques
- Knowledge of Catholic fundraising and culture
- Hands-on familiarity with direct mail, grants management, planned giving, special events, computerized constituent-management systems and marketing/communications
- Highly organized, creative, pro-active, detail-oriented, and able to prioritize with superior time management and troubleshooting skills
- Outgoing personality and positive attitude
- Creative, out-of-the-box thinker and problem solver
- Valid driver's license and ability to travel locally
- 25% - 30% travel required

Maryknoll Lay Missioners is an Equal Opportunity Employer and offers a competitive salary with full benefits. For more information on Maryknoll Lay Missioners, [visit:www.mkmlm.org](http://www.mkmlm.org)

Compensation: \$100-110K

Background check: All people hired within the MKLM must submit to a criminal background check including fingerprinting as part of the Archdiocese of NY Safe Environment policy.

Application Deadline: December 15, 2016

Interested and qualified parties, please email: Pat@CatholicRecruiter.com with resume.

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