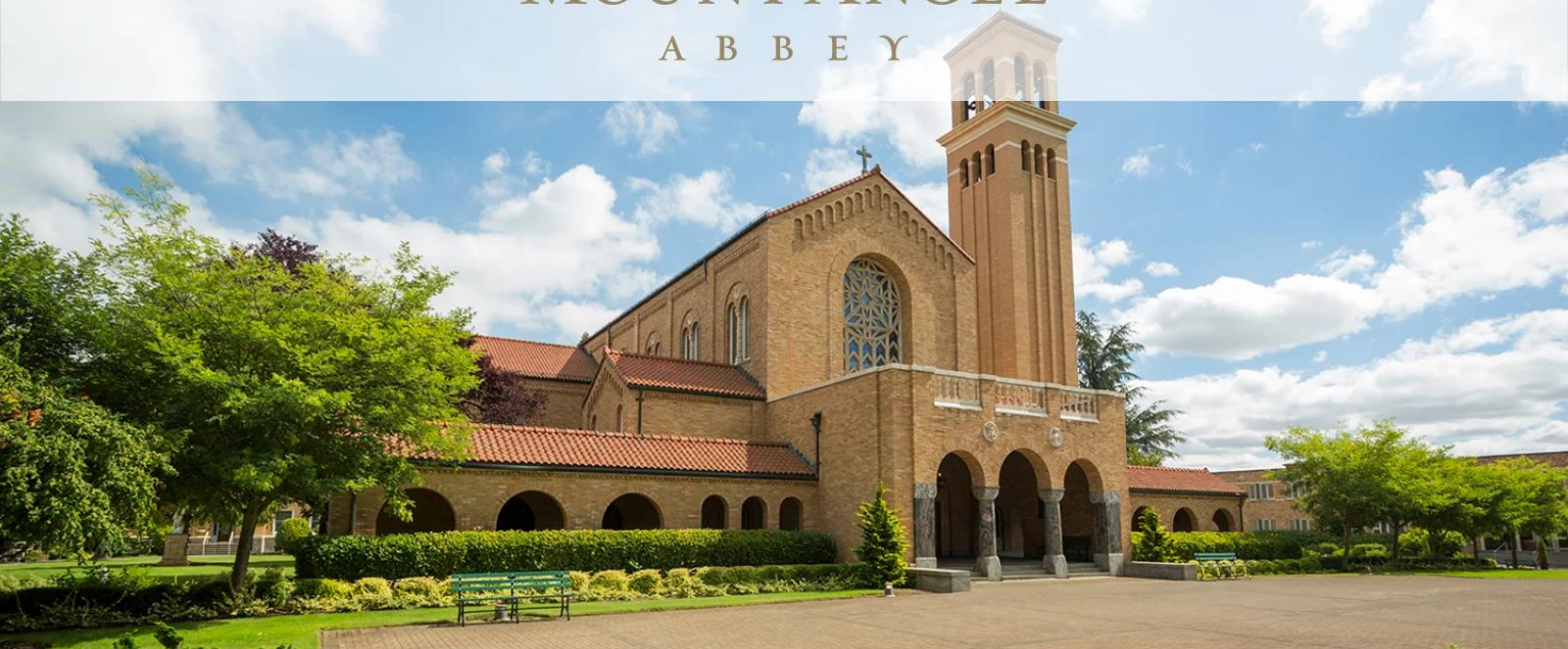




# MOUNT ANGEL

## A B B E Y



# EXECUTIVE DIRECTOR FOR DEVELOPMENT

| November 6, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**Mount Angel Abbey** is located about one hour south of Portland, Oregon. The monks of Mount Angel Abbey in Oregon form a Benedictine community founded in 1882 from the Abbey of Engelberg in Switzerland. We maintain a monastic tradition that has been a vital part of the Roman Catholic Church for more than 1,500 years. Responding to God's call to holiness and preferring nothing whatsoever to Christ, we dedicate ourselves, under a Rule and an abbot to a life of prayer and work. We strive to support one another in community, to serve God, the Church, and the larger society. We do this as we celebrate the Holy Eucharist together, pray the Liturgy of the Hours five times daily in choir, and devote ourselves to reading and silence.

### Position Summary:

The Executive Director of Development advances the mission, vision, and goals of Mount Angel Abbey, in collaboration with the Abbot, the Procurator, and Hilltop departments, while embodying Benedictine values. This position is responsible for the broad and creative vision of fundraising and relationship building that includes the "rich ways" and the "touchpoints," that capture the unique treasure that is this Benedictine monastery and Seminary at Mount Angel, and all that we have to offer to the Church and world. The Director is responsible to take/make this vision into a message that will reach the minds and hearts of those who want to collaborate with us to bring it to fruition. This position oversees all responsibilities of fundraising and the operations of the development office, which includes recruiting and developing talented team members focused on constituent involvement and fund-raising outcomes. The Executive Director maintains a dynamic portfolio of donors, foundations, and prospects at a national level, and is accountable for significantly increasing fundraising results.

**Position Title:** Executive Director for Development

**Reports To:** The Procurator

## Essential Duties & Responsibilities:

*Note: While this listing is a representation of essential duties of the position, it is not necessarily all encompassing; additional duties may be assigned as needed to meet Department and/or Abbey needs.*

### Fundraising

- Maintains a portfolio of high-net-worth individuals and foundations with the capacity to make \$100,000-\$10 million gifts.
- Secures major, capital, and planned gifts, as well as annual gifts and endowment support.
- Cultivates the major gifts pipeline by adding donors at that level per year.
- Schedules strategic one-to-one visits with top donors and prospects, 12-15 per month, on or away from the Hilltop.
- Available to consult with the Abbey Foundation of Oregon, as needed.
- Works with team members to plan and execute major gifts strategies for campaigns, events, and ongoing fundraising.
- Works with Planned Giving Manager to develop strong, best practices guided planned giving program for the Legacy Society, including mailings and coordination with the monks' prayer program, Oremus.
- Works with team members to plan and execute memorable donor relations and stewardship.
- Integrates the Abbot, Monastic Community, Seminary, and key volunteers into the fundraising process.
- Plans and executes donor events, such as dinners with the Abbot, Hilltop visits, trustee/donor hosted events, and travel opportunities such as pilgrimages.

### Team Leadership

- Oversees day-to-day operations of the Development department, to ensure sustainable work plans and priorities, and to ensure a strong record of consistent fundraising practices, stewardship, and events, that powerfully represent Mount Angel Abbey and Seminary.
- Provides effective and sustained leadership of the Development department. Works with the Procurator and colleagues to create and execute fundraising plans, drawing upon best practices, and making best use of resources. Works with colleagues to design systems and processes that will meet increased fundraising goals, while engaging and serving Mount Angel's extended community of donors, friends, and volunteers.
- Leads and strengthens comprehensive external relations, fundraising, including annual giving, major giving, planned giving, capital campaigns, grants, external communications

collaboration (branding, publications, media relations, direct mail, online and social media), data services, alumni relations, and events.

- Guides direct reports and the entire department toward accountability for mission-centered, goal driven outcomes. With oversight from the Procurator and contributions from Development colleagues, sets annual measurable objectives in the areas of annual giving (Seminary Fund and Abbey Fund), major gifts, events, capital campaigns, endowments, planned giving, grants and other support, to achieve five-year strategic plan goals.
- Responsible for goal setting, performance reviews, professional growth and development, training, and team building.
- Ensures dynamic team processes in all phases of donor qualification, cultivation, solicitation, and stewardship.

### **Business Management**

- Works with the Procurator and the controller to establish the Development Department's annual budget and fundraising goals in support of the direct operational and capital needs of the Abbey and tracks performance on budgets.
- Works with the Development Data Services Manager to ensure ongoing data integrity and reporting capability in a database with more than 40,000 records. Data integrity includes training and supervision of gift processors, and the selection, contracting, maintenance and application of all relevant software used to support the fundraising efforts of the Development office, including Raiser's Edge, and Crystal Reports, Raiser's Edge NXT, and related online applications, for collection, storage, tracking, analysis, and report building.
- Fosters a culture of data-driven decision-making, research, and analytics, to identify major donor prospects and design effective fundraising, and external relations programs.
- Establishes and oversees departmental policies and procedures with the Procurator.
- Ensures that donor directives and wishes are upheld, and that all donor records and files are maintained, kept confidential and are protected on paper and/or in a donor database.
- Oversees these services and collaborations:
  - Answering the Hilltop's main phone line.
  - Providing current donor/constituent data and mailings lists.
  - Managing the website and photo archive.
  - Supporting the monks' Oremus program and Abbey Bach Festival.
  - The Mount Angel Institute and other Hilltop events and programs.

### **Mount Angel Abbey and Seminary**

- Serves as a member of the Mount Angel Abbey Leadership Team. In this capacity, the Executive Director works with other department directors to plan for and execute strategic initiatives.

- Advocates for a positive Hilltop culture, which views all outward-facing departments and “touchpoints” as “gateways” where guests and visitors encounter Benedictine hospitality.
- Pursues opportunities for donor, prospect, and volunteer engagement.
- Works with the Procurator to inform Hilltop constituents about Development activities.
- Ensures the Development Department provides exemplary service to Mount Angel Abbey and Seminary.
- Treats members of the Hilltop community with fairness, dignity, and respect, seeking a spirit of unity and peace to achieve a common mission.
- Performs all other duties as assigned by the Procurator as well as any additional duties that are in the best interest of maintaining and preserving the mission, vision, and culture of Mount Angel Abbey.

## Supervisory Responsibilities:

Supervises Development team members; may also direct the work of Monks, volunteers, or work-study students.

## Qualifications:

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Significant experience in all areas of fund raising.
- Documented successful solicitations of numerous major and principal gifts.
- Strong organizational, supervisory and leadership capabilities. Ability to provide direction to a team of professionals with varying levels of expertise. Capacity to guide professional development for staff.
- Embodies values of caring, compassion, justice, integrity, competence, accountability, and affirmation.
- Demonstrated skills in strategic planning, budgeting, research, board development, donor relations and staff management.
- Exemplary interpersonal, public speaking and writing skills.
- Demonstrated ethic of accountability in the workplace; high level of initiative and excellent judgment
- Learn and comply with all Mount Angel gift-related policies and procedures, and ensure full ethical compliance as defined by the Association of Fundraising Professionals (AFP).
- Commitment to maintaining confidentiality and discretion.
- Working knowledge of Microsoft Office products; experience with Raiser’s Edge a plus.
- Must be an active practicing Roman Catholic with demonstrated values consistent with the teachings of the Catholic Church.



- Ability to represent a Catholic, values-centered Abbey and Seminary and to work effectively with monks, administrators, trustees, faculty, alumni, friends, and donors.
- Previous work experience in a Catholic environment is a substantial advantage; an understanding of a Catholic Abbey and Seminary helpful.
- High level of energy, initiative, and creativity.
- Willingness to work occasional evenings and weekends.
- Some travel required; must have immediate access to a reliable vehicle.
- In order to provide our guests/residents/employees with a pleasant and healthy retreat/work/housing experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.
- Regular and predictable attendance is an essential function of the job.

### Education & Experience:

- Bachelor's degree or equivalent combination of experience, training and education is required; Master's degree preferred.
- Must be an experienced, senior advancement professional with at least ten years of progressively responsible leadership experience and a record of success as a major gift fundraiser, securing gifts up to and including the seven-figure level.

**Travel:** Some travel required; must have immediate access to a reliable vehicle.

**Salary:** Commensurate with background and experience.

**Application Deadline:** January 31, 2024

*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

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

Brent Morton  
Senior Vice President CAO  
Catholic Recruiter Associates  
**[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)**

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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