



DEVELOPMENT DIRECTOR

October 4, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Since 1972 the mission of **St. Francis Center (SFC)** is to feed, serve, and walk with the poor as a community of hope in the spirit of Saint Francis of Assisi. St. Francis Center seeks a Development Director to work with the Executive Director and Associate Director to develop a comprehensive fundraising development plan and support the organization's efforts to identify, cultivate, solicit, and steward gifts from a variety of donors, including individuals, corporations, foundations, and government sources. We are seeking a team member who is intelligent, goal-oriented, highly organized, effective under pressure, and possesses excellent prioritization, research, and communications skills.

Job Summary/Description:

Reporting directly to the SFC Executive Director, the Development Director will assist in the development and implementation of an integrated fundraising program that secures donations from a variety of funders. The Development Director will work with the Volunteer Coordinator and help with the hiring of a Development & Marketing Coordinator. Under the direction of the Executive Director, the Development Director is responsible for meeting short and long-term fundraising goals by ensuring St. Francis Center maintains strong relationships with all donors, engaging the SFC Board of Directors, and working hands-on to cultivate and solicit donations. The position duties will also include identifying and planning various public relations functions for potential donor opportunities and participation in special events.

Job Duties & Responsibilities:

- Develop and execute an annual development plan and regularly report on progress.
- Secure donations from individual, corporate and foundation donors through written requests and face-to-face solicitations independently, with board volunteers, program staff and/or with the Executive Director.
- Maintain a portfolio of donors in varying stages of the cultivation, solicitation, and stewardship cycle.
- Create an individual donor development/moves management plan for each donor/prospect in your portfolio; develop and implement long-term individual donor development plans.
- Prepare grant proposals, applications, budgets, and reports from writing to submittal and/or reviews and edit such proposals and reports exhibiting strong expository writing skills and a high-level command of grammar and spelling. Follow each organization's guidelines and deadlines.
- Serve as main point of communication to all donors in portfolio, ensuring timely communications, appropriate asks, and regular follow-up.
- Conduct research and identify prospective funders, with a focus on foundations, government and/or other grants, grassroots fundraising campaigns, businesses, corporations, and others as needed.
- Maintain reports and tracking on fundraising progress and contacts with prospects and funders, including a grants and reporting calendar.
- Work with program staff to plan, develop, and implement fundraising strategies for specific projects and programs.
- Train Board members, staff, and volunteers, as necessary, on development-related activities.
- Work with Executive Director to cultivate and maintain working relationships with donors, volunteers, and others to nurture and sustain their connection to SFC.
- Coordinate closely with the Executive Director and Board of Directors in planning fundraising events or other special projects related to fundraising and donor/ relations.
- Participate in short and long-range strategic planning.
- Oversee marketing and social media including newsletter, website content, SFC's social media platforms. Assist in the development of marketing materials and information for fundraising activities and events, as needed.
- Assess and implement Development Department growth trajectory, including building staff capacity, as needed, and the selection/implementation of technology tools.
- Manage job duties and responsibilities of Development & Marketing Coordinator and Volunteer Coordinator.

Administrative Duties:

- Become familiar with and “own” St. Francis Center’s mission, existing programs, and budget.
- As lead member of the SFC Development team, work to formulate and implement standard operating policies.
- Maintain the spirit, philosophy, and objectives of the Center.
- Foster and maintain good public relations.
- Foster and maintain collaborative work relationships and direct staff in ways to ensure a harmonious work environment.
- Complete other duties assigned by the Executive and Associate Directors.

Qualifications:

- Bachelor’s degree in related field and/or relevant not-for-profit work experience.
- Minimum 3 years of fundraising and development experience required.
- Minimum 2 years supervisory experience required.
- Knowledge of or affinity for Franciscan charism preferred.
- Outgoing, confident, persuasive, and graciously persistent personality.
- Excellent written, oral, and interpersonal communications skills.
- Excellent organizational and critical thinking skills as well as attention to detail.
- Ability to maintain confidentiality and remain impartial while viewing sensitive information.
- Ability to develop relationships with a variety of personality types in diverse contexts and in varied social and professional settings.
- Proficiency in MS Office applications, including Word, Excel, and PowerPoint a must. Ability to conceptually understand the architecture of CRM donor records and reporting methods. Prior experience with DonorDock a plus.
- Deep understanding of and conversational comfort with the complexity of poverty, homelessness, and current social issues.
- Ability to stand for up to 2 hours at a time and lift, carry, and pull up to 10 lbs.

Travel: Minimal overnight travel.

Salary: \$90,000-\$110,000 (depending on qualifications and experience); This position offers comprehensive benefits which include health insurance, vision insurance, dental insurance, life insurance, paid time off, and a retirement plan.

Application Deadline: November 15, 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:

Ken Rowe
Vice President CAO
Catholic Recruiter Associates
KenR@CatholicRecruiter.com

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

Search managed by:

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