

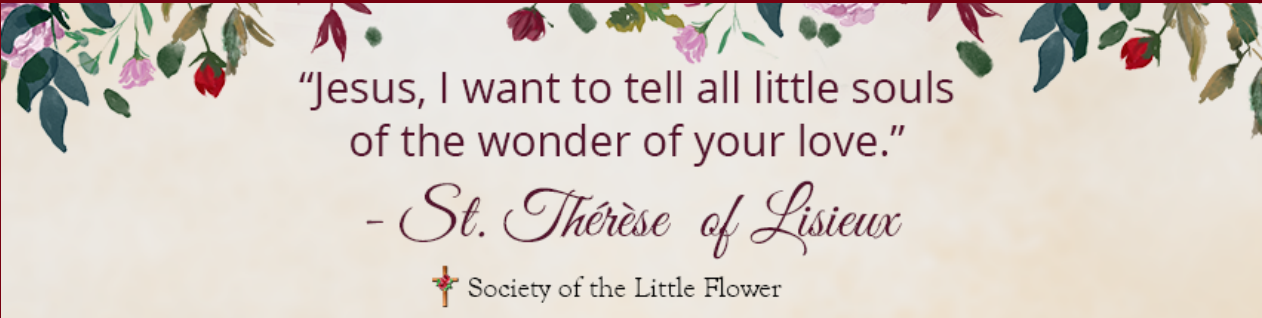


DIRECTOR OF SPECIAL GIFTS

June 28, 2018


CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



"Jesus, I want to tell all little souls
of the wonder of your love."

- *St. Thérèse of Lisieux*

 Society of the Little Flower

BACKGROUND

<https://www.littleflower.org>

Just six years after the cause for sainthood of Sister Therese of the Child Jesus and the Holy Face was introduced in Rome, the Carmelites in Chicago conducted the first Little Flower Novena service at St. Cyril Church. This was in 1912.

Eventually, St. Clara Church on Woodlawn Avenue in Chicago became the National Shrine of St. Therese. It was just one of the places where the amazing "popular canonization" of St. Therese took place. Inspired by the devotion of people in Chicago, Carmelites spread out through the United States and Canada, telling the story of this remarkable young saint who captured so many hearts so quickly. At the canonization in 1925, Pope Pius XI described the Little Flower's rise to sainthood as a "storm of glory."

Perhaps the greatest apostle of St. Therese in the new world was Fr. Albert Dolan, O. Carm. A gifted preacher and prolific writer, he introduced the Little Flower to millions. To ensure that his work would continue, he founded the Society of the Little Flower in 1923.

Over ninety years later it has become the largest organization in the world promoting devotion to St. Therese and teaching her "little way of spiritual childhood." The message of St. Therese's life is timeless. She is a powerful messenger of God's love to the modern world.

There are now more than 500,000 active friends of the Society of the Little Flower throughout the world. They take great pride and joy in their devotion because she has touched their lives many times with her "shower of roses." She continually leads them to discover God's love in their lives. This is why they try to imitate her "little way" each day and spread her devotion. Devotees of Therese share a closeness with her that is truly inspiring.

Society of the Little Flower is a community of faith and prayer. Six times each year friends join in Novenas of Masses honoring St. Therese and asking her intercession. Friends share a love for her "little way" which they will try to live each day.

The principal charitable work of the Society is aiding Carmelite seminarians. Hundreds of young men are priests and religious because of the generosity of the friends of the Society. These Carmelite brothers of the Little Flower are touching many hearts and lives with Christ's love. From college campuses to military chapels, and from high school teaching to psychotherapy, Carmelite friars live out their commitment in a wide variety of services.

Friends also use the services offered to them by the Society. These include beautiful gift memberships, Mass cards for living and deceased, religious articles, books and devotional literature.

Primary Duties & Responsibilities

POSITION: Director of Special Gifts

LOCATION: Darien, Illinois

REPORTS TO: International Development Director

PRIMARY PURPOSE OF THE JOB

The Director of Special Gifts reports directly to the International Development Director and has appropriate independence, authority and responsibility to ensure that the short and long-term goals for the Society's Planned and Major Gift areas are realized. These goals are focused on donor cultivation and solicitation, revenue and future pledges/commitments.

ESSENTIAL DUTIES

- In conjunction with the International Development Director, effectively lead and manage all of the Planned and Major Giving efforts of the Society of the Little Flower. To that effect, Planned Giving programs must be constructed that impact bequest commitments and revenue, gift annuity revenue, etc., including an aggressive major gift solicitation for special projects led by the Director and International Development Director. Revenue in both of these areas needs to increase significantly in keeping with the potential of the direct mail file.
- Understand the functionality of the Society's donor database to effectively implement successful Planned and Major gift fundraising efforts.
- Based on file analysis, the Director of Special Gifts should construct and achieve measurable, annual goals as agreed to and approved by the Society's Director and International Development Director.
- Develop and effectively manage the area's staff and budget.
- Cultivate appropriate and effective relations with donors.
- Assist the International Development Director in the development and implementation of a coordinated departmental fundraising strategy.
- Assist in developing the Planned and Major Gift mailing calendar in conjunction with the International Development Director.
- Manage the response strategy for all Planned and Major giving donors.
- Assure the maintenance of confidential and accurate donor records, as well as any records required by law or contract.
- Involve the Society's Director and International Development Director in donor relations when appropriate and needed.
- Managing the efforts of direct reports (review, and adjust goals set by the Director and International Development Director.)

Primary Duties & Responsibilities (cont')

OTHER DUTIES

- Establish and maintain good relations with Planned and Major giving donors.
- Manage special projects as needed by the Society's Director and International Development Director.
- Prepare other reports and projects as requested from time to time by the International Development Director.
- Produce monthly statistics reports on donor visits and other activities within the area.
- Prepare for and attend monthly meetings lead by the International Development Director.
- Assume the responsibility for the supervision of area staff.

REQUIRED EXPERIENCE

- Five years of demonstrated success in Planned Giving and Major Giving.
- An understanding and appreciation of the mission and values of the Catholic Church, the work of the Carmelites, and the legacy of St. Thérèse of Lisieux are critical.

REQUIRED EDUCATION

- A Bachelor's degree or higher from an accredited university

REQUIRED SKILLS

- Excellent communication skills, both written and verbal.
- Possesses professional integrity, objectivity and the highest ethical standards, with particular regard to confidentiality.
- Creativity.
- Strong analytical, organizational, project management, leadership and problem-solving skills.
- A personal and professional attitude, appearance, and behavior that befits the mission and character of the Society.
- Demonstrated success in managing budgets, staff and donor relations.
- Demonstrated success in developing and meeting deadlines.
- Computer capability with spreadsheet and word processing software.
- Ability and willingness to work with others as a team player.
- Ability and willingness to honestly evaluate personnel in the department according to the Society goals.

OTHER

- Handle multiple assignments simultaneously.
- Occasional weekend or overtime work.

- Expected Travel** ○ Approximately 30%. Occasional overnight.
- Compensation** ○ Highly attractive compensation and comprehensive benefits. Details available post interview.
- Deadline for Application** ○ August 15, 2018

For consideration, please email resume to:

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Paul@CatholicRecruiter.com

Search managed by:



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