

School Sisters of Notre Dame

Atlantic-Midwest Province

Position Description

POSITION DESCRIPTION:	Director of Development
REPORTS TO:	Executive Director, Mission and Ministry
SUPERVISES:	Associate Director, Development Associate, Database Coordinator, Administrative Assistant, Donor Relations Coordinator, Assistant to the Director, Events Coordinator and volunteers based in Chicago IL, Baltimore MD, and Wilton CT.
ORGANIZATION:	School Sisters of Notre Dame Atlantic-Midwest Province, Inc.
LOCATION:	Baltimore, MD or Wilton, CT with travel throughout the Province
JOB TYPE:	Full-time, Salaried/Exempt

THE ORGANIZATION:

The School Sisters of Notre Dame (SSND) are members of an international congregation of women religious of the Catholic Church which was founded in Bavaria in 1833. The first sisters arrived in North America in 1847. SSNDs now live and minister on five continents and have their Generalate in Rome, Italy. Their mission is to proclaim the good news, directing their entire lives toward that oneness for which Jesus Christ was sent. SSND expresses its mission through ministry directed toward education. For them, education means enabling persons to reach the fullness of their potential...they educate with the conviction that the world can be changed through the transformation of persons (SSND Constitution).

The Atlantic-Midwest Province of SSND is one of the ten units in the congregation. Its nearly 500 sisters minister in a wide variety of ways, serving the mission through full-time or part-time work, volunteer service and through prayer and presence in Canada, England, Italy, South Sudan and the United States. Over 140 associates committed to the SSND mission across the Province engage and integrate the SSND mission in their own lives and communities. The Province sponsors or co-sponsors two middle schools, three college preparatory high schools for young women, five learning and career centers, two temporary homes for women in recovery, and a university.

Province staff support development, communications, educational programs, and global networks and commitments to in order to sustain and advance the SSND mission among the sponsored institutions, benefactors, and associates. The Province has administrative and health care centers which serve its members located in Baltimore, MD, Chicago, IL, Waterdown, Ontario, and Wilton, CT.

POSITION SUMMARY:

The Director of Development oversees the implementation of the department's strategic plan, which

includes robust major gifts and planned giving initiatives, annual fund strengthening, growth and diversification of foundation grants, and targeted events and activities intended to identify new donors. He or she develops relationships and commitments among loyal benefactors, while seeking to attract the next generation of donors to support the advancement of SSND's mission.

The director engages sisters to support these efforts and collaborates with the Province Communications and program departments to raise the visibility of SSND and increase opportunities for engagement in mission. The Director of Development fosters an understanding of the mission of the School Sisters of Notre Dame in order to effectively represent the SSND and work in the culture of the institution. The Director of Development is ultimately accountable to the Provincial Council, reporting through the Executive Director of Mission and Ministry.

RESPONSIBILITIES:

1. Implement, monitor and report on strategic plan against targets.
 - Lead the strengthening of major and planned giving programs, annual giving, foundations grants and events.
 - Seek and integrate new skills, abilities, approaches and resources needed to pursue and successfully implement the department's strategic plan.
 - Report on key performance indicators, analyze results, and support continuous learning among team members.
 - Adapt the strategic plan in collaboration with department members, colleagues, and leadership.
2. Initiate and strengthen external relationships to increase prospects and cultivate donors.
 - Implement the "sisters' strategy" aimed at increasing the engagement and visibility of the sisters, to articulate the SSND mission, link to friends and family, support development office connections with our benefactors.
 - Establish and nurture the effectiveness of the development advisory board drawing in lay leaders of influence and connection across the Province.
 - Strategically engage the Provincial Council to cultivate donors, planning and prioritizing visits and meetings with major donors as appropriate.
 - Develop relationships with major donors, foundations, and local event sponsors.
3. Shape and raise the visibility of and opportunities for support of SSND's mission and ministries.
 - Regularly conduct analysis of constituency interests and preferred ways of reaching them.
 - Facilitate the development and maintenance of the donor case for support and priorities in collaboration with the council, program departments, and communications; support their usage by the team and among development office collaborators.
 - Collaborate with Communications to develop collateral materials and to effectively target messaging. Use relevant communication mechanisms, including social media, the Province website, and print and electronic publications.
4. Effectively utilize and steward financial and donor information.
 - Utilize Research Pointe and Target Analytics to wealth screen and identify prospects.
 - Oversee auditable processes for gift processing and donor database maintenance.
 - Ensure monthly and annual reconciliation with the Finance department.
 - Provide support and direction to the Database Manager to develop strategic reports.
 - Ensure that department staff consistently enters information into the Raiser's Edge database related to donor touches and accesses information in the database to support their work.
 - Develop and monitor department revenue and expense budgets and provide quarterly budget and performance analyses.

5. Supervise and support the department staff and key functions, volunteers, and office.
 - Communicate and work effectively with a development team located in three geographic areas.
 - Update roles and responsibilities to align with the strategic plan, set and review annual performance goals.
 - Coach and mentor staff on an ongoing basis, provide appropriate training and development opportunities for the team members, and conduct periodic review of performance.
 - Support the identification of sisters and other volunteers to enhance the work and reach of the department; delegate effective supervision of volunteers.
 - Build strong teamwork and spirit, ensure effective communication channels and relationship building.
 - Oversee donor recognition for appropriateness and timeliness.
 - Oversee administration of Charitable Gift Annuities.
 - Maintain consistent and effective communication with the members of the Province.

7. Develop professional network, knowledge and skills.
 - Participate in SSND orientation and ongoing formation as needed to understand and integrate the SSND mission into the department's communications, approaches, and relationships.
 - Keep informed of current successful development activities.
 - Keep updated vis-a-vis tax laws and other IRS rulings which affect charitable giving.
 - Maintain membership in professional development organizations.
 - Perform other duties as assigned.

QUALIFICATIONS:

- 4 year college degree
- CFRE certificate (*or active membership in AFP or NCDC*) preferred
- Minimum of 3 - 5 years in a managerial role supervising multiple functions in the areas of development
- Minimum of 5 - 7 years fundraising experience including major gifts, annual fund, special events and planned giving
- Capacity to appreciate and articulate the mission of the School Sisters of Notre Dame
- Knowledge, experience and a proven track record of success in cultivating and soliciting major gifts from individuals, corporations and foundations
- Knowledge, experience and demonstrated success in developing communication vehicles in collaboration with the communications function; experience with social media strongly preferred
- Excellent oral and written communications skills and a demonstrated understanding of print and electronic production processes
- Knowledge of and experience in both strategic oversight and day to day operations of a development program
- Proficiency in use of the computer with expertise in Raiser's Edge or similar software
- Experience in preparing, interpreting and reporting on departmental budgets
- Excellent analytical, inter personal and information-management skills and a demonstrated understanding of prospect management
- Excellent relationship building skills to motivate prospects, donors and professional staff
- Ability to prioritize for productive outcomes
- Assertiveness in presenting and eliciting support for the mission of the School Sisters of Notre Dame