

SPE Director of Development

St. Francis Retreat Center seeks half-time DOD for its program in Sustaining Pastoral Excellence. Submit applications to: DOD Search, Sustaining Pastoral Excellence at St. Francis Retreat Center, 703 East Main Street DeWitt, MI 48820-9499 Electronic applications are accepted and preferred, as Word or PDF files, to: tfeuka@stfrancis.ws.

Position Description

Sustaining Pastoral Excellence at St. Francis Retreat Center

Director of Development

Application deadline: February 15, 2012

Introduction

The mission of the Director of Development for Sustaining Pastoral Excellence is to articulate the critical role of private philanthropy to the Sustaining Pastoral Excellence Program (SPE) and the opportunities for voluntary support. The DOD is charged with raising \$200,000 per year within 5 years through development of a comprehensive fundraising program. He or she provides guidance in establishing and implementing a wide range of advancement policies and procedures for individual donors, contributing members, corporations, and foundations. The DOD is responsible for integrating the activities of volunteers and other leadership groups with the mission and priorities of the organization. The DOD is committed to offering exceptional fundraising services, knowledge, and counsel to donors, prospective donors, and the leadership of Sustaining Pastoral Excellence and to developing relationships with program staff and volunteers, pastors and church leadership, denominational judicatory leaders, individuals, and corporation and foundation officials.

The incumbent reports directly to the program director and works closely with the administrative team, or Target Group, identifying and developing fund raising initiatives. The incumbent works with a high degree of independence and regularly debriefs with the program director on all aspects of fundraising activities.

Duties

The DOD is responsible for managing and coordinating fund-raising for Sustaining Pastoral Excellence. In this capacity, he or she works intentionally to build relationships with private funding sources (including program participants, denominational judicatories, individuals, lay leaders, and granting agencies) to educate them to the importance of SPE projects and the project's relationship to the prospect's goals and interests, to persuade them to provide funding. Travel to other cities is a regular part of the work. Job location will include significant time off-site visiting individuals, pastors and church leaders, foundation officials, and denominational judicatory leaders as well as regular time in the SPE offices at St. Francis Retreat Center. Hours will vary, and may include evenings and weekends as necessary for meeting development objectives.

He or she works closely with SPE program staff in establishing private funding priorities and advises them on trends in the philanthropic world which affect organizational priorities. The DOD is responsible for developing, in concert with the administrative team and Board, a sound development plan and set of procedures, to insure good working relationships and to insure the efficient pursuit of private funding.

The DOD is responsible for coordinating and managing the relationship of the institution with corporations, foundations and individuals from whom funds are sought for various programs and projects.

The DOD is responsible for a comprehensive fund-raising program that includes maintenance of database and records, annual fund, grant writing, volunteer management, and identification, cultivation, solicitation and stewardship of individual donors. Monthly progress reports are to be submitted in writing to the program director.

The DOD performs other duties as assigned.

Knowledge Required

Extensive broad based knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations skills in order to determine the most effective method to present proposals, persuade prospect personnel to accept suggestions and proposals, and to foster effective relationships between funding sources and SPE.

Comprehensive analytical skills and experience to assess the salability of proposals and potential reactions of prospects to proposals, and to develop recommendations for stimulating interest in the mission of Sustaining Pastoral Excellence.

Creative skills and experience in producing innovative written materials to stimulate interest on the part of potential funding sources who may be indifferent to organizational objectives.

Thorough knowledge of potential funding sources for program projects.

Awareness of, enthusiasm for, and an ability to articulate the mission of Sustaining Pastoral Excellence is a must. Knowledge of pastoral ministry and church needs across Christian denominations extremely helpful, and will need to be developed with the support of SPE staff and board.

A passion for promoting creative expression in the arts with some knowledge of liturgical art.

Skill in relating needs of SPE to individuals and to giving programs of foundations and corporations.

Skill in establishing and maintaining effective and cooperative work relationships with potential funding sources and with SPE staff.

Compensation

This half-time position includes a salary commensurate with experience (salary range \$25-35,000). This is considered to be a contract position. No benefits are included.