



SISTERS OF NOTRE DAME DE NAMUR
Making known God's goodness

ASSOCIATE DIRECTOR OF MISSION ADVANCEMENT

Position Summary: Support the mission of the Sisters of Notre Dame de Namur through the discovery, cultivation, solicitation, and stewardship of annual gifts, major gifts and planned gifts. Reporting to the Director of Mission Advancement, the Associate Director of Development will manage a portfolio of approximately 150 prospects, manage direct mail and planned giving programs, develop plans for annual events and work collaboratively, in a team style. The Associate Director will serve as Ex officio member of the Development Advisory Board. Participates in the planning of the overall Mission Advancement program. Evening and weekend event availability, including some travel, is required. Will perform other duties as assigned.

PRIMARY RESPONSIBILITIES

Strategize with the Director of Mission Advancement to determine measurable goals and objectives.

1. Direct all phases of direct mail program.
2. Coordinate special events, including but not limited to the Cincinnati, Chicago and Arizona area to ensure that fundraising events facilitate the growth of the major gifts program.
3. Serve as a resource to the Director of Mission Advancement for planned giving prospects and current members of the St. Julie Society.

CULTIVATION OF PROSPECTS AND DONORS

Manage a portfolio of 150 prospects, through active and ongoing outreach, engagement, and direct contact using multiple methods, with the goal of conducting at least 120 annual visits, to discover, cultivate, solicit, and steward major gift donors

1. Complete 30-40 solicitations annually through activities including but not limited to scheduling face-to-face visits with individuals.
2. Identify and implement opportunities for donor recognition, stewardship, and appreciation.
3. Coordinate with staff to conduct research to identify new prospects of high net worth. New prospects could be identified through analysis of giving history, introductions from others, and independent research.
4. Report on progress of the major gifts program throughout the year, including but not limited to reports of number of visits made, and regular updates of outcomes of major gift program activities.
5. Develop and sustain meaningful donor relationships, utilizing Raisers Edge for moves management, tracking and maintaining donor files.

6. Responsible for growing the planned giving pipeline by stewarding donors and identifying new prospects; expanding and strengthening the planned giving program.

EVENT MANAGEMENT

Assist with recruitment of hosts for events such as Partners In Action, Alumni reunions, donor thank you events, as well as other events through engaging current donors and prospects.

SPECIAL PROJECTS

1. Clean Water for Life Project - Maintain relationships with high level donors in relation to clean water project and MND learning lab; work in conjunction with Director of Mission Advancement and Learning Lab Committee to enhance the message and create further collaborations with partners as it relates to clean water in Africa, connecting the project to Ohio Province and the Dorothy Stang Initiative.
2. Respond to requests related to external events and committees for assistance in the development of the province as requested by the Provincial Team.

CONGREGATIONAL UNDERSTANDING

Obtain a comprehensive understanding of the Sisters of Notre Dame de Namur priorities, through leadership strategies and goals, to represent these needs both internally and externally by engaging in activities including but limited to conducting meetings with internal and external stakeholders

EDUCATION AND EXPERIENCE

1. Bachelor's degree in marketing, business, communication or related field preferred
2. Demonstrated successful fundraising track record with a minimum of three (3) years of results driven-fundraising success including but not limited to high-level donor solicitations
3. Demonstrated ability to adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, and convey sensitivity to the needs of donors
4. A thorough and demonstrated knowledge of the prospect identification, cultivation, solicitation, and stewardship process with an emphasis on major gifts
5. Highly self-motivated and directed

6. Knowledge of deferred/planned giving approaches and techniques
7. Demonstrated outstanding analytical and evaluative skills, and excellent communication (written and verbal), interpersonal, organizational, and administrative skills
8. Three – Five (3-5) years' experience tracking major gifts activity using Raisers Edge, including NXT a plus
9. Advanced working knowledge of Microsoft Office products, as well as a working knowledge of fundraising software
10. Demonstrated ability to work effectively as part of a team

PHYSICAL DEMANDS/ENVIRONMENTAL PROFILE

Sisters of Notre Dame de Namur physical demands include but are not limited to frequent travel, lifting, long days standing on feet. This represents the general physical demands and environmental conditions to which the employee holding this position must meet, in addition to the duties and responsibilities listed above, to successfully perform the essential functions of this job.

Sisters of Notre Dame de Namur reserves the right to revise or change job duties and responsibilities as needed. This job description is not meant to be an all-inclusive statement of duties and responsibilities of the job, nor does it constitute a written or implied contract.

Sisters of Notre Dame de Namur is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation and identity, gender identity, national origin, citizenship status, genetic information, disability status, military or veteran status, marital or family status, political activities or affiliations, or any other characteristic protected by local, state, and federal law.

Reports to: Director of Mission Advancement

Accountable to the Ohio Province Leadership Team through their designated liaison

Manager to: Assistant Director of Mission Advancement

Written personnel review after 90 days of the first year and annually thereafter

Email résumé and cover letter to Gina Huiet, Director of Mission Advancement at ghuiet@ohsnd.org