



**Position Title:** Executive Director, The Friends of the Sisters of St. Joseph of Springfield, Inc.  
**Reports To:** President of the Friends of the Sisters of St. Joseph of Springfield, Inc.

This position will provide the seasoned development professional the unique opportunity to provide leadership for the organizational development of the 'Friends' organization while simultaneously planning and expanding the Major Gifts and Planned Giving Programs for the Sisters of St. Joseph.

### **Job Summary**

Provides operational leadership and support for the philanthropic process of The Friends of the Sisters of St. Joseph of Springfield, Inc. through the implementation and evolution of the organization. Leads the organization's process to chart its course in philanthropy and fund development. Guides Members, Trustees, Staff and Volunteers to institutionalize philanthropy and fund development within the organization, securing charitable contributions to support mission and vision. Reports to and accepts direction relative to vision, mission and positioning from the President of the Friends. Responsible to expand and develop the planned giving and major gifts programs, defining process and soliciting gifts. Must be a highly energetic professional with a track record of building donor relationships and closing major gifts.

### **Specific Accountabilities**

#### **Leadership (1/3 time)**

- Fosters a culture of philanthropy and creates a donor-centered organization that nurtures loyalty through a comprehensive relationship-building program including cultivation and communications.
- Collaborates with the President of 'Friends' to assure the effective implementation of governance, organizational structure and positioning and identifies key areas requiring action.
- Develops in collaboration with the President 'Friends' the annual Strategic Development Plan to submit for approval by the Trustees.
- Assists the President 'Friends', Trustees, Development and Investment Committee(s) to fulfill their due diligence obligations to assure an effective organization.
  - Participates on the Investment Committee to assure full understanding of philosophy and approach.
  - Participates and provides oversight, leadership and reporting for the Development Committee.
  - Assists President, Trustee and Committee Members, and other fundraising volunteers and staff identify, cultivate and solicit charitable gifts.
  - Assures proper training and placement, supervision and evaluation, and recognition for volunteer leadership, and thanking and releasing as necessary.
- Solicits contributions on behalf of the organization, generally by accompanying volunteers.
- Establishes ongoing relationships with grant funders and identifies potential new sources that may have not been previously able to support the congregation due to the religious affiliation.

## **Major Gifts and Planned Giving (2/3 time)**

- Expand and develop the major gifts and planned giving programs and communications including an effective stewardship program and strategies for both programs.
- Manage effective systems for tracking and cultivating donors using the organization's database to segment and identify the continuing pipeline of prospects.
- Manage the portfolio of existing primary prospects for planned giving and major gifts.
- Manage and document prospect activity using the organization's database.
- Travel to visit with donors/prospects to cultivate relationships.
- Participate in all aspects of the gift cycle:
  - Initiate contacts with potential major gift and planned giving donors.
  - Develop appropriate cultivation strategies for them, including working with and including volunteers/leadership where appropriate.
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure. Make solicitations or planned gifts when appropriate.
  - Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.
- Provide prospect strategy counsel for the President, development staff and volunteers.
- Be a resource for development staff, from identifying potential volunteer connections to assisting with segmentation and moves management process to assure an adequate pipeline of potential prospects.

## **Primary Relationships**

This position reports to the President of The Friends of the Sisters of St. Joseph of Springfield, Inc. In addition the position has direct relationships with Members, Trustees and Committee Members of the Organization. The position also has primary relationships with the Finance, Communications and Development Directors within the Sisters of St. Joseph of Springfield Congregation and fundraising volunteers, donors and funding sources.

## **Qualifications**

The position requires demonstrated experience in managing and implementing a comprehensive fund development program and producing charitable contributions. The individual is expected to be a highly competent enabler of volunteers and staff. Superior knowledge of all aspects of fundraising from collaborating with leadership and fellow fundraisers to program development and managing prospective donors.

Comprehensive management skills and experience are required including but not limited to short and long-term planning, evaluation, directing and motivating staff, oral and written communication skills, marketing and financial management, values clarification, organizational behavior and development, board development and governance.

Knowledge and experience in the following areas is required: the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices, standard fundraising techniques including face-to-face solicitation, proposal writing, solicitation, and development office functions including gift processing, prospect and donor histories, and fundraising reporting. The individual is also expected to have demonstrated experience and confidence in asking people to contribute time and money. Familiarity with computer systems and donor management software systems utilization is necessary.

The amount of knowledge required would typically be acquired in a bachelor's degree program and a minimum of 7-10 years fundraising experience in a professional position. Must have excellent interpersonal skills and a demonstrated record of completing assignments. Position is considered full time between 32-40 hours..