



Sisters of the Holy Family

6901 Chef Menteur Boulevard
New Orleans, Louisiana 70126

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Director of Development job Description

Reporting to and in partnership with Congregational leadership, the Director of Development will spearhead development initiatives to support the mission and ministries of the Sisters of the Holy Family. The Director of Development works with the Congregational Leader and the Development Board to plan, structure and implement a comprehensive development program. These elements include direct mail marketing, grant research and writing, major gifts, special events, print and electronic communications, planned giving, and overall administration of the Development Office.

Responsibilities:

- Serves as the spokesperson for the Sisters of the Holy Family and its philanthropic efforts, articulating mission and ministry of the Sisters of the Holy Family.
- Interacts with individuals, the local community, civic organizations, corporations, foundations and volunteers to promote the needs of the Sisters of the Holy Family.
- Provides leadership in conceiving and implementing a comprehensive development program including timeline and measurable outcomes.
- Builds and maintain an annual fund/direct mail program through appeals and communications.
- Spearheads the leadership and organization of major donation fund.
- Develops and oversees the tracking of proposals and follow-up reports for all foundation and corporate fundraising.
- Manages data entry, gift processing, acknowledgement and recognition of gifts.
- Works closely with the Finance Office, Office of the Cause for Canonization and the Development Board.
- Updates and maintain Congregation website and all marketing avenues.
- Other duties as assigned by Congregational leadership.
- Plans and facilitates the identification, cultivation, and solicitation of major gift donor prospects.
- Manages all grant writing including the development of budgets and writing of proposals for specific projects and for general operations; coordinates all funder contacts, including post-grant accountability reports.
- Directs the gift stewardship process including the process for the recording of gifts in a database and their timely and accurate acknowledgement.
- Develops a PR plan for various constituencies.
- Writes press releases.
- Manages writing, design, editing and production of the annual report.

- Produces the Newsletter, occasional e-blasts and other electronic forms of communications and solicitation.
- Coordinates the planned giving program including identification, marketing and cultivation, development of Board gift acceptance policies, solicitation and recognition of donors.
- Prepares reports for the Board Development Committee, and collaborating with the Board chair, conducts meetings and distributes follow-up materials.
- Identifies and helps recruit Board Committee members as well as provides any necessary training of mentoring.
- Oversees the planning of all special events with Board from the budget, plans and strategies for the event, to staffing, acknowledgements, and financial reports.
- Develops a long-range plan and annual goals for Development.
- Prepares and manages the budget for Development.
- Works with Congregational leadership to identify the needs, which will include the establishment of goals, timetables and leadership involvement.
- Meets regularly with Leadership to report on department activities and to plan future projects.

Qualifications:

- Bachelor's Degree
- 5+ years demonstrated successful fundraising experience
- Excellent organizational, managerial, along with written and oral communication skills
- Knowledge of fundraising database platforms
- Evidence of interest and/or ability to successfully grow a development program
- Evening/weekend work occasionally required
- Understanding of the practices, principles, and policies of the Roman Catholic Church

Please send cover letter, with resume and salary history to gjupiter@ssfola.com