

**Franciscan Mission Service  
Director of Advancement**



**Reports to:** Executive Director

**Organizational Summary**

Franciscan Mission Service (FMS), inspired by the examples of St. Francis and St. Clare, shares and receives God's unconditional love across borders through a way of life that centers marginalized voices and focuses on living out the Gospel values of intercultural encounter, radical inclusion, authentic humility, and transformative justice. FMS prepares and supports lay Catholics for two or more years of international mission, one year of domestic service, and short-term mission service opportunities in solidarity with economically impoverished and marginalized communities across the globe.

**Position Summary**

The Director for Advancement works alongside the Executive Director and the Board Development Committee. Your insights will help drive the organization and the community. You will provide essential support to manage revenue goals related to philanthropic revenues by providing data-driven insights and strategic planning with our team. We can make better decisions and build a stronger community with you in this role. By working alongside the senior members of the organization in planning, implementing, and assessing each campaign, you will help resource and build FMS' future.

Bottom line: we are looking for someone who can build relationships with prospects and current donors and engage them in ways that allows them to feel the impact their philanthropy has on our organization. We want a team focused and mission driven person in this role who shares FMS' values of authentic humility and spirituality.

**Key Responsibilities**

**Major Donors**

- Develop and execute an annual portfolio, focused on securing funds for FMS by managing a group of qualified donors (portfolio) and ensuring donor retention. Create individual goals for each person in the portfolio based on

the donor's history of giving and knowledge of that donor's potential.

- Manage outreach to prospects and current gift donors with specific goals of annually qualifying, acquiring, retaining, reactivating, and upgrading their contributions within a timely manner.
- Support the overall long-term financial strength of the FMS by visiting with donors and prospective donors about a variety of gift possibilities.
- Work closely and collaboratively with the FMS team to develop quarterly strategies and multi-stage plans for meeting goals. Review annual goals for number of personal visits, qualifications, solicitations, and projected dollars raised.
- Make direct, face-to-face solicitations. Design and implement innovative strategies to identify, cultivate and solicit donors. Effectively prepare high-quality meeting materials, stewardship reports and major gift solicitations/proposals. Manage communication and donor interactions with programmatic leadership.
- Utilize eTapestry to track and manage donor/prospect portfolio and monitor individual results toward fundraising goals; adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts.
- Enhance donor relations by representing FMS at functions and meetings as assigned, including evenings and weekends. Use events to work with donors and potential donors, friends, families, and various constituencies of FMS.
- Execute a "moves management" system while working with donors. Plan and execute appropriate follow-up actions and stewardship post meetings, phone calls, events, and gifts.
- Assure donor confidentiality as well as the confidentiality of the projects undertaken by FMS by conducting all personal contacts and communications with donors in a professional manner.

### **Seasonal, Mission, and In-Person Appeals**

- Coordinate FMS' mission appeals process (apply, document paperwork, and coordinate speakers for up to 45 parishes annually) and deliver at least 2 annual mission appeals in parishes nation-wide.
- Strategize, create, and execute 2 annual appeals (Christmas and summer) in written/mailed and electronic format.
- Manage all aspects of annual gala of approximately 200 in-person attendees.

### **Grants**

- Supervise FMS grant writer in application of 70-80 grants per year. Direct grant timeline, edit grants, and cultivate new foundation opportunities with the Executive Director.
- Perform other activities and other duties as assigned, knowing that FMS is a small nonprofit in which collaboration is sometimes needed outside of one's area of normal focus. This job description is not intended to be all-inclusive.

### **Skills and Experiences You Should Have**

- Experience in the field of fundraising with a strong background in personal solicitation.
- Experience conducting fundraising activities at the four-figure level and above, including capital and annual giving campaigns.
- A demonstrated familiarity with and appreciation for the Franciscan charism, Catholic Social Teaching, and the Catholic faith. Desire to work in a faith-based environment.
- Knowledge of industry trends and best practices for marketing and communicating with major donors and gift planning audiences.
- Ability to read, analyze, and interpret legal and financial documents.
- Well-developed leadership and sound judgement abilities and willingness to take initiative and risks and solve problems creatively.
- Strong organizational skills, particularly planning, managing deadlines, and evaluating progress are required.
- Excellent persuasive verbal and written communicator with strong proofreading and editing skills.

- Knowledgeable of general accounting practices.
- Ability to adhere to confidentiality with donors, donations, and projects.
- Demonstrated ability to manage multiple projects and deadlines while maintaining disciplined adherence to program goals.
- At least two years of experience with data analysis and databases.
- Proven ability to use and improve CRM databases, especially eTapestry.
- Proven experience in using data to help drive action. Previous experience running reports related to donor analysis is preferred.
- An eye for detail
- Excellent organizational skills and proven ability to self-manage and lead (you must be able to work independently, flexibly, collaboratively, and productively in a fast-paced environment and the ability to manage a multi-faceted workload)
- 2 – 4 years of fundraising or development OR data analysis or data entry experience
- Curiosity about the trends and opportunities of nonprofit fundraising
- A commitment to the mission and core statements of FMS.

### **To Apply**

Please send your resume, cover letter, and optional writing sample or data example to [jobs@franciscanmissionservice.org](mailto:jobs@franciscanmissionservice.org). **All FMS employees must be fully vaccinated against COVID-19 in accordance with current CDC standards.**