

Sisters of Notre Dame de Namur
Development Office, Ohio Province

DEVELOPMENT OFFICER

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 Development, the Development Officer will manage a portfolio of approximately 150 prospects and will conduct 120 visits annually in the greater Cincinnati area as well as Chicago area.

Responsibilities:

Strategic Planning:

- * Strategize with the Director of Development to determine measurable goals and objectives, resulting in an annual major gifts plan
- * Identify opportunities through research and knowledge of internal and external events to network with donors and prospects and engage members of the staff and board as appropriate to make the most of those opportunities
- * Identify, recruit, train, and support volunteers and work strategically to encourage them to build bridges and utilize their networks to help the Sisters of Notre Dame de Namur develop stronger relationships with other prominent leaders in the community

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, in order to discover, cultivate, solicit, and steward major gift donors
- * Complete 30-40 solicitations annually through activities including but not limited to scheduling face-to-face visits with individuals
- * Identify and implement opportunities for donor recognition, stewardship, and appreciation
- * Create customized solicitation strategies based on strategic objectives of organization, research, and interest of donors
- * Communicate with portfolio prospects through face-to-face cultivation, solicitation, and stewardship meetings, as well as written strategies and stewardship using moves management protocols including tracking in the donor database
- * Prepare funding proposals, solicitation letters, case statements, and other cultivation and informational materials for prospects and donors
- * Develop and sustain meaningful donor relationships, utilizing Raisers Edge for moves management tracking and maintain donor files
- * 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 other donors, and independent research
- * Report on progress of the major gifts program throughout the year, including but not limited to reports of number of visits, solicitations made, and regular updates of outcomes of major gift program activities

Event Management

- * Coordinate special events, including but not limited to the Chicago area to ensure that fundraising events feed into development of the major gifts program.
- * 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

Congregational Understanding

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

* Occasional night or weekend work, overnight travel and time spent in both Cincinnati and Chicago

* Perform other duties as assigned

IMMEDIATE SUPERVISOR: Director of Development

DIRECT REPORTS: None

CONTACTS: Sisters of Notre Dame de Namur Province staff; donors; board members; vendors, volunteers

EDUCATION/EXPERIENCE/SKILLS REQUIREMENTS:

* Bachelor's degree in Marketing, Business, Communication or related field preferred

* 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

* Demonstrated ability to adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors

* A thorough and demonstrated knowledge of the prospect identification, cultivation, solicitation, and stewardship process with an emphasis on major gifts

* Highly self-motivated and directed

* Knowledge of deferred/planned giving approaches and techniques

* Demonstrated outstanding analytical and evaluative skills, and excellent communication (written and verbal), interpersonal, organizational, and administrative skills

* Three (3) years' experience tracking major gifts activity using Raisers Edge, including NXT a plus

* Advanced working knowledge of Microsoft Office products, as well as a working knowledge of fundraising software

* Demonstrated ability to work effectively as part of a team

PHYSICAL DEMANDS/ENVIRONMENTAL PROFILE: Sisters of Notre Dame de Namur physical demands include but not limited to: frequent travel, lifting 50 lbs, long days standing on feet. This represents the general physical demands and environment 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 will engage otherwise qualified candidates for this position whose disabilities may require reasonable accommodations to enable an individual to perform the essential functions. 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.