

St. Francis Convent – Job Posting



Position: Associate Director of Advancement

We are looking for an experienced Advancement Leader to join our team! In this position, you will be helping to support the mission of the Sisters of St. Francis of Assisi by increasing donor engagement. If you are looking for an exciting career opportunity where you'll have the chance to truly make a difference in the lives of others, then we are the perfect fit for you!

Position Summary: The Associate Director of Advancement is a strategic partner in donor cultivation and developing and implementing annual, major, and planned giving fundraising campaigns. This role supports the mission by helping increase donor engagement and moving supporters to higher levels of involvement through personal interactions and data-driven strategies.

The ideal candidate will oversee the annual giving calendar of projects, identify, and manage a portfolio of donors and collaborate with internal teams to provide actionable insights for appeals, donor communications, and fundraising events.

Responsibilities:

- **Fundraising Operations:** Project management of direct mail efforts, ensuring appeals are effectively executed and mailing lists are accurate. Maintain a small portfolio of donors, conduct multi-channel solicitations, and track actions and segmented appeals for donors.
- **Mid-Level Donor Cultivation:** Focus on building relationships with mid-level and recurring donors. Promote and track giving societies. Help create solicitation strategies for mid-level donors that encourage increased giving.
- **Donor Segmentation & Support Strategy:** Assist in the development of strategies and segments for fundraising campaigns, appeals, special events, grants and social media. Collaborate with Director in mailing list and pipeline management and content creation for website, social and magazine.
- **Portfolio Management & Donor Research:** Identify and qualify potential donors through prospect research. Ensure accurate database practices for portfolio management, Society management and Special Events.
- **Stewardship & Special Events:** Engage in targeted donor outreach. Manage and supervise Donor Stewardship Specialist. Assist with special fundraising events and donor recognition events. Collaborate with Donor Stewardship Specialist ensuring proper planning, execution, and follow-up.
- **Reporting & Analysis:** Generate internal reports, providing insights on donor behavior to enhance fundraising strategies.
- **Other Responsibilities:** Strategize with the Director of Advancement on annual fundraising goals, pipeline development, annual appeal schedules, donor premiums, and tracking of giving societies and other targeted donor groups. Utilize analytics to refine and improve strategies and identify opportunities for engaging donors.

Requirements:

- **Education/Experience:** Bachelor's degree in business, communications, or related field. 7+ years in a nonprofit fundraising or marketing role, with strong project management and annual giving experience. Familiarity with donor CRM systems like Raiser's Edge/NXT. Previous experience in a faith-based organization is preferred.
- **Skills/Abilities/Knowledge:**
- Proficient in fundraising strategy, direct mail, donor cultivation and stewardship. Strong understanding of fundraising best practices.
- Excellent organizational and multitasking skills with attention to detail and accuracy.



- Familiar with data management, reporting, and donor segmentation.
- Ability to analyze data and offer strategic insights for donor engagement.
- Experience with Microsoft Office 365 (Excel, Word, Outlook) and SharePoint.
- Understanding of the Donor Bill of Rights
- Effective communication and supervision skills, able to lead staff and collaborate across teams and ability to convey information to various levels of staff and management.
- Self-motivated, and ability to make independent decisions as appropriate.
- Must be able to meet deadlines and work well under pressure.
- Basic knowledge of faith-based organizations a plus
- Curious about learning and applying the latest techniques in direct mail and multi-channel fundraising.
- Keeps up to date with current trends and issues in fundraising strategy and donor relations.
- Participates in training/conferences/continuing education opportunities as relevant and as available.

Details:

1st shift, Full-time position, 40 hours per week, Monday - Friday

Salary: \$76,000-\$82,000/year commensurate with experience