



## POSITION ANNOUNCEMENT Director of Mission Advancement

*Franciscans of Saint Bonaventure Province*

*Friars Minor Conventual*

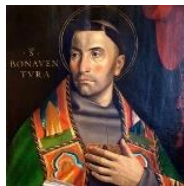
Chicago, Illinois

<https://franciscancommunity.org/>

### ***Franciscans of Saint Bonaventure Province***

#### ***Friars Minor Conventual***

The worldwide Franciscan Order was founded by St. Francis of Assisi in 1209. Today, the Order of Friars Minor Conventual (O.F.M. Conv.) includes 30 provinces, 18 custodies, 460 friaries and more than 4000 friars in over 100 countries. The **Conventual Franciscans** minister in four provinces in North America including *Our Lady of the Angels Province* (East Coast and Canada), *St. Bonaventure Province* (Midwest), *Our Lady of Consolation Province* (Midwest and Southwest), and *St. Joseph of Cupertino Province* (West Coast).



The **St. Bonaventure Province**, located in the Midwest, has had its headquarters in Chicago since 1939. St. Francis' simplicity, love for the Eucharist, and devotion to the Virgin Mary remain at the heart of the Province. This solid Catholic foundation unifies the friars as they live their 800-year tradition of Gospel fraternity and deep love for the Church.



The friars are preachers and educators, administrators of charities, and advocates of social justice. They are priests and brothers involved in multi-cultural parishes, education, evangelization, health care, chaplaincy, and missionary work. Province apostolates include St. Bonaventure Friary (Chicago, IL), The National Shrine of St. Maximilian Kolbe Marytown (Libertyville, IL), Mary, Mother of God Parish (Chicago, IL), St. Linus Church (Dearborn Heights, MI), St. Hedwig Cemetery (Dearborn Heights, MI), The Basilica of St. Josaphat (Milwaukee, WI), and three parishes in the Diocese of Peoria: St. Mary (Wenona, IL), St. Ann (Toluca, IL), and St. Patrick (Minonk, IL).



**The Franciscan Friars Conventuals' mission** is an expression of God's love to the Gospel life in fraternity, simplicity, prayer and penance, love of the Eucharist, and devotion to Mary, the Immaculate Mother of God. Together the friars proclaim the Incarnate and compassionate Christ helping build communities of worship in service to the marginalized and poor.

## ***PURPOSE AND SCOPE OF THE POSITION***

### **JOB SUMMARY**

The **Franciscans of St. Bonaventure Province** seek a **Director of Mission Advancement (“Director”)** to further its mission and shared Catholic goals by expanding the fundraising effort and engaging more fully with current and potential benefactors through the meaningful contribution of gifts and talents.

The Director provides philanthropic leadership and supervision on behalf of the Chicago office as well as fundraising support to a cohort of ministries across the Province. In consultation with the Minister Provincial, s/he sets annual and long-term development goals and objectives to maximize opportunities and philanthropic sources of support at the local and regional levels. The Director develops mission-aligned revenue and capacity-building partnerships for SB Province with coordinated tactics and goals across its region ministries that educate, engage, and motivate prospects and benefactors to financially support short and long-term priorities. This includes creating and facilitating meetings, trainings, and in-services that will gather people from Province ministries for discussion and collaboration; providing accompaniment and resources to those persons and structures across the region that directly affect the success of the Franciscan Friars Conventual mission and providing written contributions to local and regional publications in the areas of Fundraising, Development, and Stewardship. The Director oversees and enhances the current major gift, direct mail, planned giving, special events, communication and cultivation programs thereby enabling more constituents across ministries to support the key funding priorities – Senior Friar Healthcare, Vocations, Formation, and General Operations.

The Director serves as a key member of the St. Bonaventure Province Leadership Team in Chicago and reports to the Minister Provincial.

## ***EXAMPLE OF DUTIES***

### ***OVERVIEW***

#### **Philanthropic Revenue and Advancement**

- Create and lead a metrics-focused advancement program that generates financial support for SB Province and its ministries from individuals, foundation, and corporate grants
- Create a coordinated communication plan in and around Province communities consistent with the strategic plan goals and objectives, including print and digital tools to advance the philanthropic message, motivate giving, and demonstrate gift impact

- Partner with the Minister Provincial and the Definitors to articulate organizational needs and lead growth and implementation of the advancement strategy
- Create a cohesive fundraising plan inclusive of SB Province ministries

### ***SPECIFIC RESPONSIBILITIES***

#### **Major/ Capital and Planned Gifts**

- Collaboratively identify and cultivate prospects for transformational and leadership support through philanthropy and engagement
- Create and maintain a Moves Management plan for prospective major donors
- Establish a planned gift program through marketing and individualized promotion
- Develop and execute a robust plan for outreach to SB Province donors and prospects, including a plan for increasing philanthropic support
- Conduct one-on-one and/or small group meetings with prospects and donors
- Guide the research, proposal, application, and follow-up strategy for outreach to foundations and corporations, where appropriate

#### **Management Team, Board, Ministry Groups, and Committee Guidance**

- Make the best and most effective use of natural partners (Minister Provincial, Friars, Definitors, Regional Ministries, Staff, Volunteers, Current Donors) in cultivation, solicitation, and stewardship activities to deepen existing relationships and cultivate new advocates and supporters
- Attend Definitory meetings to present a thoroughly prepared report on Advancement activities
- Serve as a visible ambassador for the Minister Provincial and articulate its mission to external constituents
- Serve as a liaison to specific ministries and initiatives across the Province; conduct regular meetings to discuss donor engagement, giving priorities, and potential donors for giving opportunities

#### **Internal Management and Infrastructure**

- When and where appropriate, train, manage, and mentor volunteers, and support staff in donor cultivation and professional fundraising techniques to ensure support of the Province's revenue growth goals
- Effectively manage the Advancement Office day-to-day operations, as well as provide critical support to the province's mission-driven initiatives by ensuring financial integrity, budget management, financial analysis, and transparency
- Leverage ministry events to cultivate, engage, and identify major gift prospects as appropriate.
- Ensure consistent messaging and branding in all print and digital donor communication
- Partner with the finance and accounting staff to sustain efficient, effective, and transparent financial tracking and reporting processes
- Develop clear processes and collaborate with all other province ministries within SB Province to create an understanding of and appreciation for the advancement function

## ATTRIBUTES

- Desire and ability to work collaboratively throughout the province to embody the values of teamwork, respect, and service; this includes providing support and guidance to staff and volunteer members, promoting a culture of collaboration, and fostering positive relationships built on trust and mutual respect
- Strong organizational skills including goal setting, prioritization, and team management
- Proactive ability to network and cultivate relationships
- Exceptional communication and influencing skills: persuasive, credible, and polished in both verbal and written communications; Ability to work well with prospects, donors, and other volunteers with diplomacy, tact, and discretion
- Creative, independent, and strategic thinker
- Self-starter with proven project management skills, and the ability to meet and complete multiple tasks with solid deadlines
- Possesses a strong personal spirituality, demonstrable personal integrity, a powerful work ethic, and a proactive, results-oriented personality and disposition
- Contributes to initiatives that advance economic fairness, equitable distribution of resources, and support for vulnerable populations as a result of being called to work towards social justice and the promotion of the common good
- Embraces and promotes the values and vision of St. Francis of Assisi: Service to the poor and marginalized, affirmation of the unique worth of each person, appreciation for beauty, reverence for all creation, and faith in a personal and provident God
- Contributes to creating a supportive work environment that reflects the Catholic identity of the Franciscan Friars; this includes promoting a culture of fairness and understanding, where all employees are treated with dignity and respect and where compassion and integrity are evident in all aspects of the province's work
- Willing to participate in spiritual well-being interests, such as Mass, retreats, or volunteer opportunities, that enrich the connection between faith and work

## QUALIFICATIONS

- BA (required); MA, a plus
- Professional certification (CFRE), a plus
- A minimum of three to five years in planning and administering advancement programs
- Practicing Catholic
- Understanding, appreciation, and knowledge of the prospect/donor cycle: identification, engagement, cultivation, involvement, solicitation, stewardship; Demonstrated fundraising success within a comprehensive advancement program
- Experience in face-to-face solicitations is required. A demonstrated track record in securing major gifts is preferred

- Previous engagement and collaboration with staff, volunteers, and Board members
- Excellent computer skills, including Microsoft Office, and CRM software
- Evening/weekend work occasionally required as well as travel for prospect meetings
- Valid Driver's License
- Must be physically able to sit, walk, or stand for extended periods of time and be able to lift items of 25-50 pounds

### **SALARY AND BENEFITS**

This is a full-time 12-month exempt position held at the Chicago based office with on-site, remote and travel flexibility. Salary is commensurate with experience. Full complement of competitive benefits.

### **TO APPLY**

This search is being conducted by ACC Strategies, LLC. Inquiries regarding this position are strictly confidential and should be directed to: [strategies.acc@gmail.com](mailto:strategies.acc@gmail.com). No phone calls please. Qualified persons with a regular practice of the Catholic faith are encouraged to apply by submitting electronically a resume and cover letter with salary range. References will be requested of all finalists but may be submitted along with a resume and cover letter.

**We will be reviewing applications immediately and only qualified candidates will be contacted as materials are received. <https://franciscancommunity.org/>**

