

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Gift Officer**

POSTED DATE: 1/11/2021

LOCATION: Notre Dame of Elm Grove

DEPARTMENT: Resource Development

GENERAL SUMMARY:

Under the supervision of the Resource Development Director, the Gift Officer is responsible for securing major gifts through general solicitation, planned (legacy) gifts and sponsorships across our province. Through the services she/he provides, the Gift Officer fosters understanding of the mission and charism of the School Sisters of Notre Dame and generates support for the mission and ministries of the congregation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform duties in a manner consistent with the mission, values and policies of the School Sisters of Notre Dame.
- Donor Relations – maintain an active portfolio of loyal and new donors to visit, call, cultivate and solicit for major gifts. Assist/organize personal visits that may include the Director and/or SSNDs.
- Field donor-related questions by phone, email or in-person.
- Collaboratively work with the Communication and IT departments.
- Maintain a working relationship with development team to ensure adequate interdepartmental relationships and communication.
- Manage, organize, produce and evaluate donor recognition programs and SSND events for the former Milwaukee and Mankato province.
 - Stewards existing and secures new sponsorships for support
 - Create text for marketing pieces and promotion
 - Work with volunteers on committees as necessary
 - Assist with the mailing of development events and appeals
- Generates timely reports and provides input to budget preparation; monitor income and expenses for events throughout the year and prepare statements of accountability as needed; calendar management and file maintenance
- Write content for marketing materials, event promotion and special appeals.
- Enters data and gifts into Raiser's Edge donor database and keep constituent records current, in coordination with Database Administrator and department policy
- Perform other tasks as assigned by Resource Development Director
- Requires some travel to locations within the Central Pacific Province

EDUCATION AND EXPERIENCE

- Bachelor's Degree required with 1- 3 years of development experience in fundraising
- Experience and background with oral and written communication
- Knowledge of Blackbaud Raiser's Edge or other database systems preferred.
- Experience with a faith-based non-profit organization is helpful

STANDARDS OF PERFORMANCE

- Strong communication skills
- Able to initiate and maintain effective contact with various groups
- Produces documents with accuracy and style
- Ability to work independently
- Possess knowledge of the ministries in which the SSNDs are involved
- Excellent management of events
- Exceptional organizational skills and the ability to multi-task
- Strong interpersonal skills with the ability to function cooperatively in a team orientated environment
- Ability to maintain confidentiality
- Professional Conduct

JOB TYPE: Full-time (40 hpw) Exempt

BENEFITS: Medical, Dental & Vision Insurance, Life Insurance, Short & Long-term Disability, 403B Retirement benefits, Paid-time-off, and Holiday benefits are included with this position.

For more information or a complete job description contact:
Beth DuChene, 507-389-4284, bduchene@ssndcp.org

Please apply directly to our website or send/email application, resume and salary requirements to:

School Sisters of Notre Dame
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