

**SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Learning Center Development Director**

Date: 12/12/2018

Location: Mankato, MN

Department: Good Counsel Learning Center

General Summary:

The Development Director is responsible for building relationships in the Mankato/North Mankato community, both among individuals and businesses. This may include partnerships for literacy in the workforce as well as funding for the work of the Learning Center. As the position develops, it may grow to include responsibility for organizing and directing the Good Counsel Learning Center's funding efforts with an annual fund and major gift campaign.

Essential Duties and Responsibilities:

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Support special event fundraising.
- Work closely with the Executive Director, and Learning Center Advisory Committee.
- Make public appearances/ accept speaking engagements to share information about the Learning Center with the local community.
- Work closely with the Executive Director and the Advisory Committee in all funding endeavors.
- Oversee funding database and tracking systems.
- Maintain an orderly and presentable office and work area at all times
- Attend workshops, in-services and Hill employee meetings as required

Basic Qualifications:

- BA in communications or similar discipline
- Experience in fundraising is desirable

Job Type: Part-time/Hourly, approximately 20 hours per week

Benefit Eligible: No

If you are interested in this position please submit a resume, cover letter, salary requirement, and an application. Application deadline is January 15, 2019.

If you have any questions contact:

Sister Dorothy Zeller, Learning Center Director

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