SCHOOL SISTERS OF NOTRE DAME
CENTRAL PACIFIC PROVINCE
Job Title: Resource Development Director

Date: 11/09/2016

Location: Mankato, MN

Department: Resource Development

The School Sisters of Notre Dame Central Pacific Province are members of an international congregation of women religious. The Sisters have five campuses that are rich in history; each campus has its own personality, geography and presence in the larger community. SSND promotes and encourages a work atmosphere where professional skills are supported with integrity, harmony and appreciation. The School Sisters of Notre Dame offers competitive wages along with a comprehensive benefit package. Come and join an organization that is making a difference in the world.

General Summary:
The Resource Development Director is responsible for the leadership, management and coordination of the resource development efforts for the Central Pacific Province of the School Sisters of Notre Dame. The SSND community is an international congregation that ministers in over thirty countries and major locations in the United States. The development program has been created to sustain these ministries, the needs of the sisters and other ministry initiatives. The development program includes the developing and implementing of a critical major gift initiative for the Central Pacific Province, and the growth of the Blessed Theresa Gerhardinger Legacy Society. In addition, the Director would oversee the development of the case statement, donor partnerships, special events, appeals and other related duties. Reporting to the Provincial Leader the individual will have demonstrated success identifying and building relationships with those who believe in the mission of the School Sisters of Notre Dame. By building relationships, it would be the goal to have lasting friendships with those who already support the mission and new friends yet to be discovered.

Essential Duties and Responsibilities:
1. Integrates the mission and philosophy of the School Sisters with the Resource Development staff.
2. Directs and actively participates in planning and the implementation of a new major gift initiative in the province.
3. Oversees and evaluates the success of the annual giving program, special appeals, and annual events.
4. Works with staff to create a collaborative, team building development staff.
5. Stewards present donors and new relationships for support, including a development portfolio of 150-200 visits/calls with individual major givers.
6. Provides ongoing education for staff on major gifts and donor relations.
7. Develops new strategies for building relationships of new donors that assist in growing the number of donors and increasing gift revenue.
8. Networks with local and regional development groups.
9. Continues to focus on the SSND mission for “Mission Drives Resources”.
10. Collaborates and meets regularly with the Directors of IT and Community Engagement.
11. Prepares and monitors the annual department budget.
12. Ensures development best practices, policies and procedures.
13. Requires regular travel.

**Education and Experience**
1. Bachelor’s Degree in planning or nonprofit management is preferred.
2. Minimum of three to five years of experience with major gift solicitation, including knowledge of various development areas including annual giving, grant writing, donor relations and special events.

**Basic Qualifications:**
1. Thorough understanding of the commitment to the mission, history and ministries of the School Sisters of Notre Dame.
2. Ability to communicate effectively with current and prospective donors the special mission of SSND and its relevance to today’s world.
3. Ability to meet people with ease and work effectively with volunteers.
4. Ability to travel.
5. Ability to write and edit effectively, and to communicate with the written and spoken word.
6. Proven track record of 3-5 years in closing $1,000 to $5,000 or more with special emphasis on legacy gifts.
7. Proven track record of being resourceful in identifying new prospects and expanding one’s portfolio of donors.
8. Effective organization skills, reliable in fulfilling obligations, careful about detail and thorough in completing projects, assignments and deadlines.
9. Able to work under pressure with many priorities and deadlines.
10. Knowledge of business and management principles involved in strategic planning, resource allocation, budgeting and fiscal management.
11. Knowledge of principles and procedures for personal recruitment, selection, training and supervision.
12. Intermediate to advanced skill in Microsoft Office (Word, Outlook and Excel) and Raiser’s Edge.

**Job Type:** Full-time

**Benefit Eligible:** Yes

If you are interested in this position please send a resume with salary requirements and complete an application.

**Application Deadline:** December 8th

To submit a resume or if you have any questions contact:

Beth DuChene, Human Resources
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Email: bduchene@ssndcp.org