

Director of Development

The Josephite priests and brothers were founded in 1893 as a religious society with the unique mission of ministering to the African-American community. The Society seeks to hire a full time Director of Development to build and drive the development efforts that will effectively advance the mission of the community. Securing annual, major and planned gifts will be most important. The candidate should possess a passion for the mission of the Josephites, excellent communication and interpersonal skills, be organized, technology proficient and hard working. A bachelor's degree and three to five years of successful sales or development experience is required. Please apply by e-mailing your resume, references, and a letter expressing why you are an excellent candidate for this position. E-mail to: fest@josephite.com

Director of Development

Job Description

Reports to: Director of Communications

Overview: The Josephites, more formally known as the Society of St. Joseph of the Sacred Heart, were founded in 1893 with the unique and particular mission of ministering to the African-American community. Much of this work involved evangelizing and caring for the poor. The Josephites considered this work to be "America's number one missionary responsibility." That mission continues today and is considered more important than ever, given the challenges and opportunities of ministering to and with African Americans today. The Josephites serve in 39 parishes and 11 schools in 8 states and the District of Columbia.

The Director of Development is responsible for the effective planning, organization, direction and coordination of the development activities of the Josephites. The director will formulate, implement, and evaluate the development functions that advance the mission of the community.

Roles and Responsibilities:

- Establishes and achieves development goals that support the mission and vision of the community
- Establishes policies, procedures and systems for implementing all facets of the development program.
- Develops case statements and all collateral materials connected to all appeals and solicitations.
- Establishes a development advisory committee of priests and brothers as well as lay leaders who advise and assist the development office in gaining public interest and financial support.
- Plans and executes an on-going program to identify, research, cultivate, and solicit annual and major gifts; this would include but not be limited to plans for direct mail appeals, grants, special events, bequests and trusts

- Prepares an annual development office budget projecting both revenue and expenses for approval.
- Develops and administers the internal reporting systems, bookkeeping and filing procedures and ensures that the database is well managed and maintained.
- Manages the development office including:
 - Selection, supervision and evaluation of staff members and their work
 - Maintains operational and budget controls

Education:

Bachelors Degree

Qualifications:

- A passion for the mission of the Josephites
- Minimum of three to five years development or successful sales experience
- Personal integrity and commitment to ethical principles

Skills Required:

- Engaging and caring personality
- Strong leadership skills and ability to foster collaborative relationships
- Ability to work as a team member utilizing collaborative style of decision making
- Excellent writing, verbal and interpersonal communication skills
- Ability to manage an office and personnel
- Computer proficiency with electronic mail, internet and fundraising software
- Ability to travel