

Job Title: **Director of Mission Advancement and Development**
Reports To: Chaplain and Director of the Sheil Catholic Center
Supervisory: Yes
Employment Class: Full-Time, Exempt, Benefits Eligible

Introduction

Sheil Catholic Center at Northwestern University serves the students, faculty, and staff of Northwestern University, in both Evanston and Chicago, as well as those in the greater community who support us in our mission (associates). Sheil engages about 1,000 students throughout the course of an academic year. Our engagement of students happens through authentic and inclusive personal accompaniment, vibrant worship, transformative learning, and opportunities for prophetic justice through service to the wider community and Church.

Position Summary

The Director of Mission Advancement and Development serves as Sheil's steward of resources, through a lens of relationship building. The Director plans and implements a successful development strategy to ensure the long-term success of the Sheil Catholic Center mission. This strategy includes all areas of traditional fundraising: major donor cultivation and solicitation, grant writing and reporting, appeals, individual stewardship campaigns, fundraising events, online giving, planned giving, and database management. The Director serves as a member of the Core Leadership Team and collaborates with other Sheil Team members and our partners in mission in order to support Sheil's mission as a Newman Center at Northwestern University.

Essential Duties and Responsibilities

Overall Development Strategy

- Create and enact a strategic plan for development that is mission-based, sustainable, growth-focused, and long-term in vision.
- Work with the Chaplain and Director of the Sheil Catholic Center, the Director of Campus Ministry, and the Director of Mission Operations to develop the fiscal year budget and fundraising goals and implements strategy to meet those goals.
- Work with the Chaplain and Director of the Sheil Catholic Center to establish a Board of Advisors to assist in the flourishing of our mission, the implementation of the development strategy and to strategize about potential donors and opportunities for additional funding for Catholic campus ministry.
- Build relationships that lead to giving with Sheil's partners in mission, including major donors, associates, parents, faculty/staff, alumni, and other potential donors.

Major Donor Cultivation and Grant Writing/Reporting

- Create and implement an annual plan for major donor solicitation and cultivation, including researching potential prospects, stewarding current donors, crafting compelling solicitations, and making gift asks. A major gift tends to be defined as gifts over \$15,000.

- Research new grant opportunities and nurture relationships with current grantors; compose creative grants and thoughtful and timely reports.

Appeals and Stewardship

- Manage and implement appeals and stewardship campaigns: print, online, and in-person components with the Director of Mission Engagement.
- Use donor segmentation to improve outcomes.
- Create and execute a timely donor acknowledgement process.
- Work with the Mission Advancement Team and Director of Mission Operations to ensure timely deposit, data entry, and reporting processes.
- Work with the Director of Mission Engagement and Director of Mission Operations to execute creating #GivingTuesday campaigns.
- Work with the Director of Mission Operations to implement and manage a more effective online giving platform.

Fundraising Events

- Serve as the lead for creating and executing fundraising events that help Sheil meet budgeted fundraising goals as well as introduce our mission to new donor prospects.
- Plan, manage, and implement Sheil's fundraisers with the support of the Mission Advancement Team, volunteer committee, and other Sheil Team members.
- Vision and execute additional fundraising events together with the Mission Advancement Team and other Sheil Team members.

Planned Giving

- Create strategies for enhancing and enacting Sheil's planned giving/legacy giving options and promotion.
- Identify planned giving prospects and steward relationships.

Database Management

- Create and implement policies with the Mission Advancement Team to ensure the database is maintained with consistency and accuracy.
- Analyze data to identify patterns of giving.

Administration

- Serve as a member of the Core Leadership Team.
- Supervise the Director of Mission Engagement and Coordinator of Mission Services and Hospitality.
- Establish relationships with colleagues at Northwestern University and the Archdiocese of Chicago.
- Participate in Core Leadership Team and Full Team Meetings.

Qualifications

- Bachelor's degree in appropriate field and/or related experience.
- At least five-ten years of senior-level development experience, CFRE preferred.
- Competency in Microsoft Office Suite and basic design skills; willingness to learn current database of ParishSoft, online giving, and auction software.
- Ideal candidate will be a practicing Catholic, however, a knowledge and respect of the Catholic faith is required.
- Demonstrated ability to meet goals and deadlines.
- Collaborative work ethic and concern for diversity, equity, and inclusion.

- Passion for serving and accompanying University students.
- Practicing Catholic demonstrating a high level of professional and ethical conduct.
- Knowledge of and commitment to the mission of the Sheil Catholic Center.
- Welcome and applies feedback to improve performance.
- Able to achieve goals and meet deadlines.
- Aware of best practices and emerging trends in nonprofit development.
- Experience in budget management.
- Experience in supervising professional team and working with volunteers.
- Ability to work occasional evenings and weekends.