

**Development Systems Manager – Detroit, Mi.
The Province of St. Joseph of the Capuchin Order**

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Province of St. Joseph of the Capuchin Order is currently seeking a Development Systems Manager (DSM). The DSM is responsible for the coordination, utilization and management of data in line with the objectives and needs of the Province, as well as the reporting between the Development and Finance offices.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Coordinate financial issues including direct billings and quarterly subsidies with various ministries, deposits, and maintain appeal records.
- Generate reports and mailing lists, post gifts, and produce acknowledgement letters as necessary.
- Coordinate internal processing of estate gifts and gifts of stock as necessary.
- Generate monthly financial reports and provide technical assistance for department employees in donation database system.
- Facilitate timely and accurate reconciliation with Finance office to ensure that department activities are on track and that financial goals are met.
- Develop mailing lists for all events and appeals, acting as conduit between Development office and vendors to comply with department timeframes.
- Act as the liaison, coordinate and oversee the use of contracted services needed to assist in the smooth operation of electronic communication equipment.
- Strong level knowledge base with Raiser's Edge, with Blackbaud bCRE certification preferred.
- Act as lead go-to person for Prosper Software issues and questions.
- Assist in the preparation of the annual budget for the Development Office.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: The desired minimum education and experience level for this position is three (3) years experience with hardware and multiple software applications and a Bachelor's Degree in an applicable field. Blackbaud bCRE certification with Raiser's Edge preferred, as well as two years working in a non-profit preferred. Previous experience negotiating contracts and working with contractors would be ideal. Effective computer, email and Microsoft Office skills also required.

Please submit letter of interest and resume to:

employment@thecapuchins.org Include Development Systems Manager in the subject line.

OR

Attention: Human Resources
Development Systems Manager
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207