

Development Director– 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 Director whose responsibility will be to plan, develop, and maintain a comprehensive fundraising program on behalf of the Province and its Michigan ministries. The Director is also available to consult with Provincial ministries regarding Development plans and opportunities.

Responsibilities:

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- Comply with Province and ministry policies, procedures, guidelines and standards
- Direct the identification, cultivation and solicitation of, and maintain relationships with, major gift donors, foundation and corporate funding sources and donors
- Oversee special events and fund raising activities
- Develop and implement a process to evaluate and analyze the performance and effectiveness of fundraising activities and associated communications
- In conjunction with ministry directors, develop and manage the Development office budget. Generate realistic fundraising targets as part of budgeting process
- Develop creative and innovative approaches to reach new donor bases while maintaining strength and support of current donor base
- Increase contributions and grants with emphasis on raising unrestricted funds
- Provide direction and coaching to employees and evaluate employee performance
- Develop and maintain comprehensive estate and planned giving programs

Qualifications and desired skills:

- Bachelor's Degree in public relations, marketing, finance, communications or business desired
- Minimum of 5 years experience in Fundraising and Development activities
- Experience in a religiously based, non-profit organization is desirable
- Microsoft Office proficiency and familiarity with donor tracking methodology/software – Prosper
- Familiarity with the Catholic experience
- CFRE preferred
- Ability to work independently and in collaboration with others
- Effective employee management and mentoring skills
- Ability to successfully manage several tasks simultaneously
- Effective verbal and written communication skills, interpersonal, problem solving and organizational skills required to perform the essential duties and responsibilities of this position
- Knowledge of legal and tax implications of non-profit giving
- Ability to maintain confidentiality
- Professional demeanor and appearance

Please submit letter of interest and resume to:

employment@thecapuchins.org Include Development Director in the subject line.

OR

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