

Order of the Company of Mary – Our Lady Province of the Pacific
US Region

Fund Development Manager
Job Description

Reports To: President - Saint Jeanne de Lestonnac School, and Regional Administrator

Supervises: Fund development staff, contractor & volunteers

Location: Temecula, CA

Time Commitment: Full time, exempt, 40 hours/week including some evenings and weekends

Summary: The Fund Development Manager works closely with the President – Saint Jeanne de Lestonnac School, and the Provincial Leadership to ensure that the Provincial region meets its advancement goals. This position is responsible for working with the SJDL School President, Capital Campaign Steering, and Finance Committee, and Capital Campaign Cabinet for planning and coordinating all aspects of fund development for the US Region of the Province of the Pacific. Provide leadership on all fundraising initiatives including special events, capital campaign, major gifts, planned giving, sponsorships, donor cultivation and grant writing. Secure gifts from individuals, foundations and corporations by identifying, cultivating, soliciting, and stewarding assigned prospects. Identify, organize and manage a Capital Campaign Plan with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals. Responsible to staff the campaign, organized and coordinate the activities of volunteers and the committees engaged in fundraising efforts. Upon request, provides necessary training and coaching to volunteers.

Primary Roles & Responsibilities:

Planning

- Implement a comprehensive Capital Campaign development plan with strategies for donors and prospects in each constituent group including: individuals, faith groups, organizations, corporations, etc.
- Provide periodic reports to the President and the committees which measure progress towards achieving the plan.
- Broaden Provincial fundraising by developing approaches such as annual campaign, planned giving, solicitation of bequests, annual gifts, and endowment programs.

Grant requests and administration

- Assist the Province with researching and writing grants for the schools and other ministries.
- Provide timely reporting and ensure compliance as required by grant award documentation.
- Administer draw requests for any funding source which operates through a “draw down” or reimbursement process.

Gifts Cultivation

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for the Province.
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the affiliate leadership of items that would benefit the Province and its ministries.
- Create and implement capital campaign, annual giving program, and planned giving program.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, coordinate the solicitation by President, Campaign cabinet, as appropriate.
- Create and update collateral materials to support gift cultivation.

- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Manage the fund development software, online giving, and ensure that the donor database information is current and accurate.
- Coordinate the acknowledgement of all gifts and donations.

Events

- Provide guidance and oversight all fund development events.
- Promote events to the community as a way to support Company of Mary and provide support to those groups that want to host an event.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for events as needed.

Public Relations and Marketing

- Write press releases and media alerts.
- Develop and maintain media contacts with area media outlets.
- Oversee and direct all media relations, social media communication, media production and general branding of the affiliate and all its programs.
- Create marketing materials for the Province and its ministries.
- Build and sustain working relationships and communication with community associations; education advocates and coalitions; business leaders; grant funders; faith based organizations and parishes; school administrators, Provincial offices, universities and youth groups; and other institutions.

QUALIFICATIONS:

- B.A./B.S. preferred with an emphasis or concentration in business, marketing, public relations or related field.
- Two – five years professional development and fund-raising experience.
- Experience and contacts in Southern California are a plus.
- Advanced PC skills and expert proficiency in Microsoft Office Suite (Donor database experience desirable).
- Desire to work as part of a team and willingness to promote the principles and views of the Order of the Company of Mary.
- Ability to work with minimal supervision – self-motivated & confident
- Ability to handle multiple projects simultaneously.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident public speaking and able to express ideas verbally and in writing.

The Company of Mary is an equal opportunity employer. Salary commensurate with qualifications and experience. Submit cover letter with salary requirements and resume to Maria Martinez, HR Department email: mmartinez@odnusa.org

Province of the Pacific, Order of the Company of Mary – Our Lady.

16791 East Main Street, Tustin, CA 92780. 714.541.3125 ext. 103 Open until filled.