

Position Opening

Director of Mission Advancement Holy Union Sisters, U.S. Province

The United States Province of the Holy Union Sisters has an opening for a full-time Director of Mission Advancement. The Director raises resources for the programs and ministries of the Holy Union Sisters and educates donors and friends to the history, charism and mission of the Holy Union Sisters in the United States and internationally.

RESPONSIBILITIES:

- Plan, implement and evaluate annual development and fund raising activities
- Develop existing planned giving program, managing bequests and other planned giving donations and visiting individual donors regarding planned giving, where appropriate
- Maintain and further develop existing computerized fund raising system
- Research and identify new donor prospects
- Collaborate with Director of Communications on external publications
- Educate and involve Sisters and Associates of the Province in development programs and activities
- Manage the flow of donations, submitting online donations to the Province Finance Office, preparing gift income for deposit and a monthly reconciliation of donations, and submitting a monthly (and an annual) report to the Province Leadership Team
- Foster good relationships with donors and friends by responding promptly to donations received, arranging occasional social gatherings for them, and coordinating appropriate ways to thank them, such as an annual Mass of Thanksgiving for their intentions
- Track donations intended for Holy Union ministries and programs outside of the United States; interface with the Province Finance Office and the Treasurer of the Congregation regarding the out of country transfer of donations

QUALIFICATIONS:

- B.A. or B.S. degree in an appropriate field of study
- A minimum of two years' experience in development; previous background in planned giving preferred
- Exceptional writing and verbal communication skills
- Computer competence; some familiarity with *Results Plus* preferred
- Ability to take initiative and work independently
- Strong organizational skills and attention to detail

LOCATION:

The Mission Advancement office is located in Milton, MA, along with other offices of the U.S. Province of the Holy Union Sisters.

CONTACT:

To request a full job description for the position of Director of Mission Advancement and/or the application process, contact SEARCH.COMMITTEE@HUSMILTON.ORG.