

ARCHDIOCESE OF DETROIT

CENTRAL SERVICE OFFICES	JOB DESCRIPTION
Position Title: Director of Institutional Advancement	Department/Office/Division: Department of Development and Stewardship

BASIC FUNCTION OF POSITION

The Director of Institutional Advancement reports to the Director of Development and Stewardship of the Archdiocese of Detroit and is responsible for planning and implementing a comprehensive development program that supports the strategic priorities of Sacred Heart Major Seminary. The development program includes the annual fund, major gifts, planned gifts, special project giving, endowment building, fundraising and donor stewardship events, donor and prospect research, foundation grants, and corporate sponsorships.

The Director of Institutional Advancement is a member of the Administrative Council of Sacred Heart Major Seminary and works in close collaboration with the Rector and the Director of Finance to strengthen and enhance the fundraising capacity and endowment of the Seminary.

The Director is responsible for the creation and effective implementation of donor cultivation, stewardship and solicitation processes as well as policies and procedures related to the accurate and timely recording, tracking, and reporting of all donations, special event fundraising, and campaigns.

The Director works in close collaboration with the Director of Communications for the Archdiocese of Detroit, the Alumni Relations and Special Events Manager, and the Marketing and Communications Manager to communicate the mission, vision and values of the Seminary and to promote the rector, the faculty, alumni, programs, and special events to internal and external constituents.

ESSENTIAL DUTIES AND TASKS REQUIRED BY THIS JOB

- Analyze, develop, and implement a plan that will generate a tradition of increased giving and participation in the annual fund.
- Supervise the Annual Giving Manager to ensure that constituent data in the donor database is clean and accurate for efficient distribution of publications, invitations, and fundraising appeals.
- Collaborate with the Director of Development and Stewardship in the development and implementation of Major Gifts and Planned Gifts strategies that result in increased giving to the Seminary.
- Manage a portfolio of donors and prospects to cultivate, solicit, and steward major gifts.
- Serve on the Alumni Association Board of Directors (ex-officio) to provide administrative support for the Board, and to promote alumni engagement with the Seminary.
- Collaborate with the Department of Communications to foster positive media contacts and to coordinate the Seminary's relationship with the media.

- Collaborate with the Marketing and Communications Manager to promote a public image of Sacred Heart that is consistent with its mission, vision, values, and heritage.
- Collaborate with the Alumni Relations and Special Events Manager to ensure that Seminary events meet objectives and are conducted in a manner consistent with its mission, vision, values, and heritage.
- Contribute to the overall direction and excellence of the Seminary by understanding and providing input into the Strategic Plan, assisting in setting annual goals and objectives, and participating in the formulation of departmental policies and practices.
- Maintain the Seminary's reputation for integrity, responsibility, caring, and prudent management of constituent relationships and all business conducted in the Department of Development and Stewardship.
- Other duties as assigned.

QUALIFICATIONS

- A Bachelor's degree is required, along with seven years of relevant and progressive experience in fundraising. Master's degree preferred.
- Experience in strategic planning for advancement, annual fund development, major and planned gift development, events and alumni relations.
- Fundraising experience in higher education is preferred.
- Supervisory experience required and demonstrated ability to lead. Must possess professional demeanor, unquestionable integrity, and superior interpersonal skills.
- Must possess superior skills in project management, planning, and organization.
- Must possess superior oral and written communications skills.
- Experience working with donor management software systems and reporting.
- Commitment to the mission, vision, and values of the Catholic Church, Sacred Heart Major Seminary, and the Archdiocese of Detroit.
- Ability to work evenings and weekends when necessary.