

## **Director of Mission Advancement**

The Roman Catholic Archdiocese of Indianapolis is seeking a full-time Director of Mission Advancement for Archdiocesan Education Initiatives. Reporting to and in partnership with the Director of Mission Advancement for Catholic Charities, the Director for Mission Advancement for Archdiocesan Education Initiatives will be the liaison and key development officer for three key ministries of the Archdiocese of Indianapolis to support their continued growth. Those ministries are the Office of Catholic Schools, the Notre Dame ACE Academies, and Bishop Simon Bruté Seminary.

Responsibilities include: developing and maintaining ongoing relationships with agency directors, boards, committees, and donors; developing and executing annual fundraising plans; working to secure financial support from individuals, foundations and corporations to meet the fundraising goals of each ministry; preparing accountability reports; and ensuring effective marketing through websites, social media, newsletters, brochures, and other media.

Applicants should be professed and practicing Roman Catholics with a deep appreciation for and understanding of the Catholic faith and a passion for supporting the educational ministries of the Church. Excellent oral and written communications skills, including the ability to interact effectively with current and prospective donors as a representative of the archdiocese, strong organizational ability, and project management skills are essential. The position also requires a high level of integrity and the ability to act in accordance with the code of ethics promulgated by the Association of Fundraising Professionals.

A bachelor's degree or equivalent experience in not-for-profit management, business administration, philanthropy or related field is preferred. At least five years of professional experience in positions of significant responsibility, preferably involving mission advancement, is required.

Please e-mail cover letter, resume, and list of references, in confidence, to:

Ed Isakson

Director, Human Resources

Archdiocese of Indianapolis

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