

Position Summary and Scope

The Director of Mission Advancement within the FHS ministry will be responsible for assisting FHS in fulfilling its mission and strategic initiatives. This executive level position will report to the FHS Community leader while managing the laity staff of FHS. The Director of Mission Advancement will help drive the vision of FHS by engaging FHS members and laity staff to promote the mission of FHS within its geographic communities and beyond. The position will garner the gifts, capabilities and talents of donors, staff and communities served to grow the ministry of FHS.

The Director of Mission Advancement will work directly and collaboratively with the Friar Community leader to ensure the evangelical, spiritual and pastoral focus remain primary and that efforts of all lay staff remain in synchronicity and complement the strategic initiatives of the ministry. The position must have a high degree of external focus to continue to develop, grow and foster an ever increasing donor data base in preparation for FHS growth.

Key characteristics of the position should include, but not be limited to the following:

- An individual who possesses an attitude of continuous learning and optimism.
- Thorough and thoughtful communication skills both oral and written.
- Ability to develop, foster and maintain interpersonal relationships with external parties as well as internal Friars and staff.
- Ability to readily exercise sound judgement and decision making with and emphasis concerning taking professional initiative.
- An individual who is time based and is results oriented in addition to creating and managing processes to desired goals and outcomes.

Critical job functions

- The Director of Mission Advancement will be responsible for achieving FHS's stewardship goals to include: 1)formation revenues 2)annual operating revenues 3)endowment revenues
- The specific areas of focus will be: major gifts along with planned giving, annual appeals, community outreach, targeted special events such as FriarQ and specialized fundraising activities.
- Manage the staff that provides public relations, marketing, donor database management, communications, website and social media platforms.
- Management of donors and donor giving levels. Ability to generate donor lead activity, cultivate relationships to culminate the donor gift process.
- Provide executive leadership advice to Friars and mentoring to subordinate staff.
- The Director of Mission Advancement will possess sound judgement to call upon Friars when opportunities exist for major giving.
- Manage donor relations from identification, appropriate usage of solicitation tools (calls, mailings, in person outreach, website, referral programs, collaboration

with other Catholic apostolates/ministries) and the ability to professionally culminate the giving process. Oversee all marketing, public relations, communications and technology areas of FHS to support development goals and foster relationship management.

- Possess the ability to be keenly articulate both in oral and written proficiency to represent FHS externally with any and all audiences.
- Ability to research and outreach for grant opportunities for FHS from private sector foundations, corporations or public/governmental partnerships.

Qualifications

- An active Catholic who is in full communion with the Church is preferred.
- Ability to communicate the Catholic faith and FHS's evangelical mission for the proclamation of Jesus Christ.
- BA required (MA preferred)
- Spanish speaking proficiency is preferred
- Ability to interact personally and professionally with high net worth individuals and C suite executives.
- Adept networking skills and relation management skills
- Ability to collaborate with Diocesan leadership and apostolate.
- Experience in planning and administering fundraising programs
- Ability to direct and motivate staff, volunteers and donors to achieve strategic goals.
- A high degree of self confidence, moral integrity and credibility is required.
- Ability to work evenings/weekends and travel to manage occasional fundraising events and cultivate donors.
- Must possess a valid drivers license.

Interfacing with FHS Advisory Leadership Board

- Develop and report on monthly, quarterly and annual results to the Advisory Board.
- Provide qualitative, quantitative and prospect reporting to the Finance and Advisory committees to report out on planning and prospective fundraising forecasting.

Reports to: FHS Community Leader

Interested applicants can send resumes to Fr. Antony Tinker, FHS at :
antony@becomefire.faith

Any questions can be directed to 602-370-3110