

## ***US Fundraising Job Posting – The Companions of the Cross (CC)***

**Job Title:** Major Gifts Officer

**Position Type:** Full Time (Salary)

**Start Date:** April – May 2022

**Job Region/Location:** Based out of CC’s U.S. Office in Detroit, MI, the Major Gifts Officer will be serving our U.S.-based constituency.

**Reports to:** Treasurer General, and CC’s Executive Director of Donor Relations

**Our Mission** *We are a community of Catholic priests inviting people to know Jesus and empowering them to share Jesus.*

**Our Vision** *A passionate, missionary Church transforming the world.*

The Companions of the Cross were founded in Ottawa by Fr. Bob Bedard, CC in 1985 and were officially instituted as a “Society of Apostolic Life” in 2003. We exist as one community with two separately incorporated charitable entities. Our head office is in Ottawa, ON, Canada, and our ministry in the United States is based out of Detroit, MI.

### **Main Tasks and Responsibilities**

Working with the Executive Director of Donor Relations, the Communications Team, and the CC Leadership the candidate will solicit funds in the United States while maintaining a message consistent with the CC’s brand and established case for support. Their work should focus on, but may not be limited to, the following areas:

#### Top Priority in Year One

1. Identify potential major donors and acquire major gifts for the Capital Campaign
2. Engage in grant writing, submitting grant applications to a pre-established best prospect list of US Foundations

#### Other Tasks in Year One

- Serve as the first point of contact for all fundraising matters in the United States
- Expand and maximize philanthropic giving in the United States
- Work with the Communications Team to develop brand awareness and marketing strategies to grow our US donor base
- Network and form a collaborative working relationship with CC priests and seminarians, parish leaders, key stakeholders, and current and potential donors
- Collaborate with the Executive Director of Donor Relations in stewarding donors and facilitating constituency wide campaigns and appeals as they pertain to the US market

## **Key Competencies**

- Excellent organizational and interpersonal, oral, and written communication skills
- Strong work ethic, enthusiasm, and confidence
- A commitment to excellence and attention to detail
- Creative thinker and self-motivated
- Can deal with confidentiality with complete discretion
- Ability to identify and resolve problems and make recommendations for improvement
- Demonstrates effective leadership skills in working with event planning committees and volunteers
- High level of comfort and enthusiasm for meeting with new people
- Goal oriented and able to focus on targeted timelines
- Experience and adept at using data bases, CRM software, i.e., Donor Perfect
- Proficiency with Microsoft Office 365
- Ability to maintain interpersonal professional relationships which encourage openness, candor, and trust, both internally and externally
- Willingness to travel

## **Work Environment**

This is a full-time position. The applicant must demonstrate understanding, respect and support for Catholic Church teachings, mission, and values. Days and hours of work are Monday through Friday, 8:30 am to 4:00 pm. Evening and weekend work is required as job duties demand. This position requires the ability to direct daytime and evening meetings with donors, and periodically direct weekend activities.

The office setting is located at the CC's Detroit facility, *Visitation House*. The building houses our seminarians and priests serving in the Archdiocese of Detroit. This provides an excellent opportunity for inviting donors to experience Visitation House and witness the impact of their philanthropy.

## **Education and Experience**

- Undergraduate degree (not necessary provided other training and/or related education exists)
- Experience (minimum 3 years) as a non-profit fundraising officer, preferably in a faith-based environment

**Salary Range:** Commensurate with knowledge and experience.

**Note:** For more information, contact Dan Potvin at [dpotvin@companionscross.org](mailto:dpotvin@companionscross.org).

- *2 Employment/professional references and a personal reference expected upon request*
- *Employment is conditional pending provision of a satisfactory up-to-date criminal record check*