



Dominican Sisters of Hope

Human Resource Office
299 N. Highland Avenue, Bldg. #5
Ossining, NY 10562

Job Posting

TITLE: DIRECTOR OF DEVELOPMENT

Job Status: Full Time - Exempt

OVERVIEW:

The Dominican Sisters of Hope (DSH) have as their mission, and are committed to “Preach the Gospel Message of Hope.” They are committed to extending their legacy by sustaining their mission and charism into the future. They have adopted three core values to further express their mission: fostering the charism, care of earth, and committing to action for justice.

General Summary:

The primary purpose of the *Director of Development* is two pronged: to assist the DSH Leadership Team in obtaining resources to support the sisters in the living of their vocation in mission at every stage of life, and, to create and implement fundraising strategies for the Center at Mariandale as it works toward fiscal sustainability. The work is done in keeping with the core values and mission focus of the DSH and in dialogue with the Leadership Team, the Executive Director for Mission and the Executive Director of the Center at Mariandale in terms of priorities and resources. In addition, ensure that the mission, vision, and values of the DSH are reflected in all that is carried out in the name of the Congregation.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Formulate, define and interpret fund-raising goals and objectives geared to the mission of the Dominican Sisters of Hope and the Center at Mariandale
2. Devise external and internal communications consistent with the mission and core values of the Congregation and vision of the Center.
3. Design and implement long and short-term fundraising strategies to strengthen donor relations through both in-person and written communications, express gratitude, and build sustainable relationships with current, lapsed and new donors.
4. Establish a process to identify, cultivate, and secure major gifts
5. Research and identify foundation prospects, compose grant proposals and reports.
6. Create statistical analysis of appeals, mailings, and fundraising efforts to determine long-term effectiveness and success.
7. Provide reports to the DSH Leadership Team, and appropriate executive directors.
8. Provide financial oversight for the Development Department, to include creating and managing budget.
9. Lead Development Team in transition to raising funds for the Center at Mariandale in addition to maintaining support of the Dominican Sisters of Hope.
10. Maintains membership in appropriate professional organizations.
11. Manage/oversee donor database.
12. Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Bachelor's Degree required
2. Five to seven years of supervisory, and fundraising experience
3. Demonstrated track record with individual donors, including major donors
4. Familiarity with faith-based institutions, including the culture of Catholic women religious
5. Excellent interpersonal, verbal, and written communication skills
6. Event planning experience
7. Self-motivated with ability to prioritize multiple projects and tasks
8. Proficiency in relationship management software
9. The ability to understand the passion for the mission and values of the Dominican Sisters of Hope.

WORKING CONDITIONS:

This is a full-time position with a varied schedule. Occasional weekends, evenings may be required for meetings, special events.

Must be fully vaccinated for Covid-19.

Occasional travel required.

This position is eligible for remote work, as per DSH Employee Handbook Policy #1:10

ACCOUNTABILITY: This position reports to the Executive Director for Mission

DISCLAIMER:

The above statements are intended to describe the general nature and level of work required for this position. This is not meant to be an exhaustive list of all the responsibilities, duties and skills required.

SALARY & BENEFITS: starting at \$76,000 annually. We offer a comprehensive benefits package including medical, dental, vision & life insurance, 403-b retirement plan, long term disability, and paid time off.

TO APPLY: Interested candidates should send their resume & cover letter to Careers@ophope.org by February 7, 2023