

Position Opening: Director of Philanthropy

Start date: July 1, 2019

About the Sinsinawa Dominicans: The Sinsinawa Dominican Sisters are dedicated to preaching and teaching the Gospel. We believe that at the heart of ministry is relationship. Today, more than 350 Sinsinawa Dominican Sisters in the United States and abroad participate in the mission shared by all Dominicans: to proclaim the Gospel in word and deed. Currently, our missions outside the U.S. include Bolivia and Trinidad and Tobago. Our home, Sinsinawa Mound, is located in southwest Wisconsin. Visit us at www.sinsinawa.org to learn more about our organization.

About the position: The Director of Philanthropy is responsible for planning and implementation related to congregation philanthropic programs. The Director provides vision and leadership as s/he works with congregation offices and with members to develop and maintain the relationships and financial resources necessary to sustain the mission of the congregation into the future.

- Plan and implement, with the support of congregation officers, a comprehensive fund-raising effort (*e.g.*, capital fund campaign and gift program) that is consistent with the financial goals of the Congregation.
- Plan and implement a communication program to address the fund-raising needs of the Congregation, in collaboration with the Director of Communication.
- Serve as the primary fund-raiser by making personal solicitations as well as coordinating a moves management program.
- Cultivate and solicit donors through segmentation, data mining, and analysis of the database.
- Provide for ongoing education and involvement of Congregation members and others in fund-raising programs of the Congregation.
- Provide for ongoing education of staff through job-specific training as well as mission integration experiences.
- Collaborate with local, regional, and national efforts which enhance and promote fund-raising programs.
- Undertake other responsibilities identified in consultation with congregation officers that respond to financial needs of the Congregation.
- Select, train, and evaluate staff according to established policies in collaboration with Human Resources Office.
- Prepare and administer annual office capital and operational budget.
- Complete other duties as assigned by the Prioress of the Congregation or her delegate.

Qualifications / Expectations

- Understanding and support of the Sinsinawa Dominican mission.
- Minimum of bachelor's degree in business, marketing, or a communication-related field.
- CFRM or CFRE preferred.
- Minimum five years' experience preferred in fund-raising and planned giving.
- Proficiency in Blackbaud Raiser's Edge or comparable software.
- Excellent organizational, communication, and relational skills.
- Strict confidentiality with sensitive information and data.
- Initiative and enthusiasm.
- Willingness to work evenings and weekends when needed.
- Ability to travel to donors, prospects, associates, etc. and for professional conferences.
- Good relationship with and credibility among Congregation members.

Benefits

Excellent work environment; generous Paid Time Off; Health/Dental insurance; 401(k) with employer and discretionary match; employer paid life/long term disability; paid holidays, voluntary short term disability, and more.

How to Apply

Send letter of interest, resume, salary expectations and three professional references to:

Attn: Angie Ryan-HR
Sinsinawa Dominicans, Inc.
585 County Rd Z
Sinsinawa, WI 53824