

**PROVINCE OF OUR LADY OF CONSOLATION, INC.**

**MOUNT SAINT FRANCIS, INDIANA**

**Position Description**

Position Title: Director of Annual Giving  
Job Status: Full Time, Salaried  
Reports to: Executive Director of Mission Advancement

**General Summary:**

The primary function of the Director of Annual Giving is to advance our mission by growing unrestricted income through the strategic execution and management of a comprehensive annual giving program. The Director works in conjunction with all colleagues of the Advancement team, the Leadership team and the friars to foster a culture of joyful giving of time and financial resources among donors, staff, former students, friar families and donors.

**Principle Duties and Responsibilities:**

1. Demonstrates commitment to the mission of the Conventual friars.
2. Set budget, participation, and qualitative goals for the annual giving program.
3. Creates and implements strategies to achieve Annual Fund goals.
4. Create and manage a multidimensional appeal schedule that utilizes a variety of mediums (e.g., electronic solicitation, direct mail appeals, acquisitions)
5. Work with the Executive Director of Mission Advancement to manage gift acknowledgment procedures.
6. Responsible for preparing weekly, monthly, and other relevant Annual Fund reports.
7. Work to reconcile bi-monthly reports, develop custom reports, and add appeal codes to results plus.
8. Provide regular annual giving program updates for staff meetings
9. Utilize ResultsPlus to track mailings, produce contact notes, and conduct appropriate constituent thank you within three days
10. Work collaboratively with members of the Mission Advancement Office to coordinate appropriate Annual Fund solicitations, including strategy and stewardship of donors and prospects.
11. Work with Executive director and Communications Director to create appeals and marketing materials, as well as to maintain annual giving section on the Province's website.

12. Adhere to Mission Advancement Office editing process.
13. Manage all fundraising initiatives with third party providers such as Info Group: responsible for sending monthly data files and importing monthly data files to ResultsPlus; Uploads all NCO address changes.
14. Manages all in-house fundraising initiatives: runs all queries for special mailings; creates, implements and tracks special mailings and cards; Maintains stationary, envelope, and card inventory.
15. Manage all Gift Processing which includes: Opening the non-campaign mail, recording donor gift on envelopes using the appropriate fund code, balancing donors financial gifts using the checks/cash, envelopes process; Entering donor gift information in *Results Plus*; Generating financial and donor reports; Prepares and sends correspondence such as acknowledgment letters, mass enrollments and cards requested by donor; Edits monthly direct mail components; Process donations and donor request from web site; Updates all changes (i.e. address, deceased status, birthdays, etc.) on donor records using the *Results Plus* database
16. Responsible for working with Executive Director of Mission Advancement on analysis of current fundraising practices and how to adapt for further success
17. Responsible for being financial Liaison for department: responsible for collecting, assigning appropriate account number and reviewing with Executive Director, all monthly expenses along with Office Manager (after paperwork is completed it is taken to Province Treasurer's Office); prepares month end journal entries for Province Treasurer's Office; weekly reconciling deposit slips and data entry transmittal sheet; deposit miscellaneous income and reconcile with income sheet and give a copy to Province Treasurer's Office.

**Qualifications:**

**Education:**

Bachelor's Degree preferred

**Experience:**

3-5 years of successful experience in Gift fundraising, Annual Giving, Capital Campaign and Supervisory experience preferred.

**Knowledge, Skills and Abilities:**

Excellent verbal and written skills.

Computer proficiency with standard office applications.

Word processing and fundraising software proficiency.

Needs to be very detail oriented.

**Working Environment:**

This position will require travel as well as some evening and weekend work.  
Ability to work with highly confidential and sensitive information.  
Dress Code: Business Casual

**The candidate for this position must have or be able to develop an understanding of the strong tradition of service by the Conventual Franciscan Friars of The Province of Our Lady of Consolation and have or acquire an understanding of and appreciation for Franciscan spirituality.**

**Please mail or email your resume to:**

**Becki Romans  
Mission Advancement Office  
103 St. Francis Blvd  
Mount St. Francis, IN 47146**

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