



The Servants of Mary are hiring

DEVELOPMENT AND PUBLIC RELATIONS DIRECTOR

JOB DESCRIPTION

**SERVANTS OF MARY'S MISSION:** The mission of the Servants of Mary is to manifest God's compassionate presence in the spirit of Mary. We respond to the words of Jesus: "Be compassionate as your God is compassionate." We do so by following the example of Jesus, under the guidance of Mary.

**JOB SUMMARY:** The Servants of Mary, a Congregation of women religious, seeks a creative, energetic and strategic Development Director who will implement fundraising and communication activities. In collaboration with the Leadership Team, the activities of the Development Director will support the Mission of the Servants of Mary.

Fundraising and Public Relations Responsibilities (include but not limited to):

- Formulate, define and communicate yearly fundraising goals in collaboration with the Leadership Team.
- Create and meet regularly with a Development Committee to facilitate growth and expansion of fundraising efforts.
- Facilitate donor communications, newsletters, and annual report.
- Plan and execute special events as applicable.
- Track and evaluate all fundraising efforts and goals from year-to-year.
- Assist in developing and marketing of established and new programs and activities.
- Oversee donor acknowledgement and end of year tax letters.
- Oversee all of the Servants of Mary fundraising activities.
- Build new donor relationships while strengthening ongoing ones.
- Coordinate donation strategies with Leadership Team, staff and Development Committee.
- Oversee in-kind donations, estate planning, wills, matching grants, etc.
- Develop and implement donor solicitation strategies.
- Develop and implement a Development and Communications Calendar.
- Grant research.

Writing and Publications:

- Coordinate communications from Leadership Team to the community and various publics. This includes but is not limited to: newsletter, social media and advertisements.
- Assist with promotion of the Servants of Mary through use of social media.
- Create printed, digital and social media content in dialogue with the Leadership Team.
- Grant writing

Qualifications:

- Bachelor's degree in Communications or a related field
- Applied understanding of basic fundraising principles and development best practices
- Excellent writing, editing, and proofreading ability
- Strong interpersonal, verbal communication, and presentation skills
- Ability to work as a team
- Working knowledge of Microsoft Office and DonorPerfect
- Experience with online fundraising, email marketing, and internet research
- Pass a background check
- Valid driver's license
- 3 years' experience

Benefits

- Salaried position (contingent on experience)
- Health Insurance (Medical and Dental)
- Paid time off
- Flexibility
- Lunch and other benefits

Cover letter, resume and contact information for three references are required. Submit to: [jryan@osms.org](mailto:jryan@osms.org) by November 20, 2021.