



**Sisters of Notre Dame de Namur**  
making known God's goodness with you

## **DIRECTOR OF DEVELOPMENT**

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### **Position Summary:**

Advance the mission of Notre Dame by leading the Development Office staff to secure the resources to further the Mission of the Sisters of Notre Dame through a strong fund-raising and public relations programs. Works collaboratively, in a team style, to maximize the particular strengths of each member of the Development Office staff under the direction of the Province Leadership Team.

### **Responsibilities:**

1. Lead a comprehensive Development Program to support ministries and missions in the United States and in Africa and Latin America; to provide retirement funding for active retired Sisters; and to support scholarships for Notre Dame schools.
2. Working closely with Province leadership, create an annual development plan with goals and strategies for:
  - Major Gift Program
  - Planned Giving Program
  - Annual Giving
  - Foundation Giving/Management of Grants Program
  - Campaign Giving (when appropriate)
  - Relationship building events
  - Integrated communications
3. Maintain an active portfolio of donors and prospective donors for cultivation, solicitation and stewardship.
4. Maintain the excellent stewardship program that reflects the values of Notre Dame and is highly personalized.
5. Serve as liaison and support for the Development Advisory Board and empower them in their work on the Sisters behalf. Assist in identifying new members.
6. Prepare the annual budget and provide regular accountability reports.
7. Ensure accurate record keeping.

8. Build a strong staff by educating and training in development practices in accord with the Mission of the Sisters of Notre Dame.
9. Hire and supervise Development Office staff, including the Chicago office. Prepare and maintain job descriptions for personnel.
10. Involve Sisters of the Province through regular communication meetings and activities.
11. Continue the development of a program that communicates the spirituality of the Sisters of Notre Dame de Namur.
12. Assist in other tasks, as appropriate, and work as a team leader to achieve development goals.

**Accountable to:** Provincial Team