



February 2022

**POSITION:** Development Officer

**ACCOUNTABLE TO:** Executive Director

## OUR MISSION

*We help people discover and grow in their vocation by engaging questions about God, faith, and religious life. We do this by connecting Catholic sisters with a vibrant online community around finding meaning and joy in everyday life.*

[aNunsLife.org](http://aNunsLife.org)

## POSITION SUMMARY

The Development Officer is responsible for the implementation, management, and evaluation of all activities related to A Nun's Life sponsorship program. The primary responsibilities include seeking out new sponsors, and the retention and renewal of sponsoring congregations and religious ministries. The sponsorship program helps secure significant financial resources from religious congregations and ministries that support the A Nun's Life mission.

## PRIMARY JOB RESPONSIBILITIES

- Recruits and fosters new sponsors among religious congregations and religious ministries and reestablishes relationships with past sponsors who are not currently participating in A Nun's Life's sponsorship program
- Communicates with established and existing sponsors through phone calls and emails
- Maintains records of communications, contracts, and deliverables with each sponsoring congregation or religious ministry
- Inputs sponsor data into our donor relationship database (Bloomerang) and Excel spreadsheet
- Responsible for annual renewal of contracts with existing sponsors
- Communicates with other A Nun's Life staff about the posting of deliverables such as congregational logos, sponsorship links, and vocation stories on A Nun's Life website, as well as social media posts and podcast ads
- Collaborates on organizational marketing as it relates to development, including e-newsletter, social media, and special publications
- Works closely with the executive management team to establish sponsorship program goals and is accountable for these goals
- May need to travel quarterly to meet with sponsors or with the A Nun's Life staff

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## TO APPLY

Please send cover letter and resume by email only to:

Sister Réjane Cytacki at [sisterrejane@anunslife.org](mailto:sisterrejane@anunslife.org)

Interviews will begin Monday, March 7

## SECONDARY JOB RESPONSIBILITIES:

- Create strategies for engagement, cultivation, and solicitation with major donors
- Research major gift prospects
- Manage and maintain our donor relationship database (Bloomerang), with regular reporting on donor engagement status, results, and next steps
- Contribute to the planning of donor-focused events that serve to cultivate major donor prospects and steward current major donors
- Other fundraising duties as assigned, e.g., assisting the A Nun's Life staff with its Annual Day of Giving, Annual Appeal, Giving Tuesday, and more

## HOURS

- 20 hours a week, part-time
- Variable work schedule, which includes flexible M-F business hours, some evening and weekend commitments, and some travel
- Position works remotely

## REQUIRED EXPERIENCE, KNOWLEDGE, AND SKILLS

- Bachelor's degree in liberal arts, nonprofit management, marketing, or communications and at least three years of fundraising experience
- Proficient in Microsoft Office suite, primarily Microsoft Word and Excel
- Hands-on knowledge of donor database software, Bloomerang products a plus
- Demonstrable experience of workflow development and management for complex processes involving multiple team members and inputs
- Broad financial responsibility, including setting and meeting programmatic objectives, evaluating results, and developing corrective strategies as needed
- Superb communications and presentation skills and ability to persuasively convey A Nun's Life mission to diverse groups, including religious congregations and ministries, board members, and others integral to A Nun's Life Ministry's overall vitality
- Demonstrated ability to build strong relationships with donors
- Knowledge of annual giving, direct and indirect mail campaigns, and planned giving programs
- Mission centered, exemplifying the values of A Nun's Life Ministry: relationship, hospitality, compassion, generosity, integrity
- Creativity, initiative, and the ability to bring forth new ideas