



## MISSION ADVANCEMENT DIRECTOR POSITION DESCRIPTION

### **POSITION SUMMARY**

Maryknoll Lay Missioners (MKLM) seeks a Mission Advancement Director to envision, execute and amplify the organization's development and fundraising strategy. Reporting to and working closely with the Executive Director, this highly visible management position will envision and develop a robust development and fundraising strategy; tightly integrate and direct the Annual Fund; identify and target philanthropic prospects that include foundations, corporations, and individuals interested in supporting MKLM; nurture and cultivate all levels of philanthropic relationships; develop and mobilize resources for comprehensive planned-giving and grant-funding programs; provide supervision and leadership for a team of 5; and oversee and integrate US Church Relations outreach.

The ideal candidate brings innovation, creativity, and vision for cultivating highly successful programs that elevate MKLM's presence in and beyond the philanthropic world, and contributing to a dynamic future for the organization. The Mission Advancement Director will work in a collaborative environment with a dedicated, mission-oriented staff to develop, execute and achieve ambitious fundraising goals. S/he will be an imaginative, motivated, development professional with a passion for international mission and the Maryknoll charism, serving with the highest integrity, modeling stewardship, and possessing sound judgment.

### **PRIMARY RESPONSIBILITIES**

#### **Management:**

- Facilitate the strategic design, organization and implementation of both short and long-term development and fundraising plans
- Design, establish and maintain an organizational structure within the Mission Advancement department providing leadership, strategic direction, and management and administrative skills that motivate and build professional staff competencies
- Work with management to develop funding priorities, outline programs and achieve consensus on appropriate funding initiatives and communications
- Create systems and effective processes to bridge operations across MKLM departments and ensure coordination among the unique roles within the Mission Advancement department
- Develop and manage the department annual budget and perform periodic cost and productivity analyses

#### **Fundraising:**

- Seek to understand the complexities of the funding environment for mission within and beyond the Maryknoll world and the Catholic Church
- Develop and mobilize resources for a comprehensive strategy for development and philanthropic engagement aligned with those complexities
- Direct and oversee all aspects of fund development including annual, major and planned giving, capital efforts, and the administration and reporting of department activities

- Oversee the creation and implementation of a gift contact management plan that will primarily focus on major qualified prospects
- Oversee the creation and maintenance of prospect lists for annual fund gifts, endowment, and planned giving
- Effectively promote development to internal and external constituencies
- Assume personal responsibility for the cultivation and solicitation of selected major gift prospects and donors, inclusive of donor visits
- Involve missionaries and returned missionaries in an effective major gift solicitation process
- Conduct research to develop prospects for funding, as well as strategies to pursue diverse and sustainable revenue streams for the future
- Provide timely progress reports to leadership and key constituencies; ensure timely submission of high quality narrative and financial reports in compliance with donor requirements

**General:**

- Work closely with the all MKLM departments, especially the Directors of Mission and Communications, to ensure organizational alignment with donor engagement and prospect management strategies
- Direct strategic communications and public relations plans to support missionary recruitment, donor relations and promotion of the MKLM mission and programs
- Integrate all organizational communications so that donor outreach, publications, website and social media, marketing, and media relations are in sync and support a unified message
- Ensure ongoing interaction, involvement and training of potential, current and returned missionaries in promoting the organization's mission education and fundraising goals
- Recommend direction for donor, missionary, media, and Church communications as it pertains to mission advancement; partner with leadership and staff to create direction; and help determine the most effective delivery mechanism (print, email, video, social media, event face-to-face) to leverage content and broaden organizational reach

**QUALIFICATIONS AND SKILLS**

- Master's Degree in applicable field or equivalent experience
- 5+ years relevant professional development/fundraising experience, with at least two years in leading and managing high performing professional teams in complex organizations/situations
- Demonstrated success in cultivating and soliciting gifts at the seven and eight figure level
- Articulate leader with ability to create and implement innovative strategies to educate, motivate, inform and inspire donors and others to meet the organization's funding needs
- Experience in developing, executing, and managing donor prospect strategies
- Experience and ability in communicating organizational mission, vision, values and compelling cases to multiple audiences and through formal proposals, correspondence and presentations
- Thorough understanding of management techniques
- Knowledge of Catholic fundraising and culture
- Hands-on familiarity with direct mail, grants management, planned giving, special events, computerized constituent-management systems and marketing/communications
- Strong work ethic, positive "can do" attitude, and a sense of humor
- Exceptional collaborator and creative problem solver
- Exceptional communication skills and writing competency
- Technical skills and computer literacy, including fundraising data base systems

- Highly organized, creative, pro-active, detail-oriented, and able to prioritize with superior time management and troubleshooting skills
- Valid driver's license and ability to travel locally and nationally weekdays and occasional weekends; 25% - 30% travel required, visiting major donors, making presentations, and joining in other promotional activities

**Compensation:** Salary will be commensurate with experience and proven track record. MKLM views this as a significant leadership role on our team.

**Application Deadline:** July 13, 2018

**Interested and qualified parties, please email:**

Barb Banovich-Mroz  
Director, Human Resources  
[Bbanovich@mklm.org](mailto:Bbanovich@mklm.org)

*For additional information, see the backgrounder that follows and visit us at our web site, [www.mklm.org](http://www.mklm.org). Applicants are encouraged to review our [Newsroom](#) and [Videos](#).*



Maryknoll Lay Missioners is an independent, nonprofit, U.S.-based Catholic organization serving in overseas mission and dedicated to providing skills and resources that transform the lives of those in need. Each year, Maryknoll Lay Missioners recruits compassionate Catholics from the US to dedicate three and a half years to help alleviate poverty in Asia, Africa and the Americas. Its innovative approach of directly funding trained, long-term missionaries leads to better outcomes and sustainable change for individuals, families and children through the missionaries' connection with the local community and personal management of the delivery of the programs. Missioners, who often commit to multiple cycles, emerge as lifelong agents for social change, whose work for justice is rooted in and nourished by Catholic values.

Maryknoll Lay Missioners was created in 1975 as a result of the vision and efforts of the Maryknoll Fathers & Brothers and the Maryknoll Sisters and has thus far placed more than 700 missionaries in mission around the world. After a period of reflection, evaluation and planning, Maryknoll Lay Missioners leadership and staff set an important 2022 goal to increase the number of lay missionaries who are recruited, trained and placed with communities-in-need. In order to meet this goal, the organization must increase its reach and resources.

**Meet One of our Missioners:**

“From Asia to Africa to South America”

By John O’Donoghue, Maryknoll Lay Missioner/Bolivia

I first heard stories of mission and faraway places from Irish missionaries when I was about ten years old and a primary school student in Ireland. I think my mission journey began back then, when this seed of mission was planted. I didn’t know it at the time.



When I was 29, I summoned up the courage to join the Peace Corps and was sent to Lesotho, in southern Africa. In Lesotho, I began to learn about the impoverished and marginalized people of the world and their daily struggle to exist. Later in life, I wrote to Mother Teresa of Calcutta expressing my interest in visiting ministries of the Missionaries of Charity in India. In Calcutta, I learned a great deal more about destitute people working in Khaligat, one of the homes for dying people in Calcutta.

I joined Maryknoll Lay Missioners years later and my first assignment was in East Timor, a very beautiful but violent country. We made hand powered tricycles, wheelchairs and specialized shoes for disabled people. I’ll never forget the time we delivered two of these tricycles. When we arrived we were greeted by 200 or so villagers. They were so excited to see these tricycles and to welcome home their two returning disabled villagers.

After East Timor, I worked in Kenya for five years with income generation groups. These groups did their own savings and lending, and functioned like mini-banks, a microfinance variation. The profits from the projects provide the workers with enough money to pay annual school fees and give their children a better education.



Presently, I am working in Bolivia, in an HIV/AIDS shelter that is run by Mother Teresa’s Missionaries of Charity. I thought it ironic, that after 23 years, I would end up working through MKLM with the Missionaries of Charity again. I listen, visit and accompany the patients in their daily lives. I work to keep them physically, mentally and spiritually active.