



ASSISTANT TO THE DIRECTOR OF MISSION ADVANCEMENT POSITION DESCRIPTION

ORGANIZATION

Maryknoll Lay Missioners (MKLM) is a Catholic organization inspired by the mission of Jesus to live and work with poor communities in Africa, Asia and the Americas, responding to basic needs and helping to create a more just and compassionate world.

DEPARTMENT

Our dynamic, fast-paced Mission Advancement (Development) Department is responsible for raising funds to meet the local and global financial needs of our organization in order to carry out the MKLM mission effectively and efficiently.

POSITION SUMMARY

Under the direction of the Director of Mission Advancement, the Assistant will provide direct support to the Director, assist with major, mid-level and annual fundraising and gift-processing tasks, maintain quality control of mailings and projects, and oversee day-to-day office administration. Additional support is provided through researching and routing correspondence.

PRIMARY RESPONSIBILITIES

Support Director:

- draft documents/emails/reports, collect and analyze information, initiate communications
- conduct research, collect and analyze data to prepare reports and documents
- manage and maintain schedules/timelines, files and binders
- schedule, coordinate meetings, record, transcribe and distribute minutes
- oversee flow of communication/correspondence with appropriate parties [donors, board, leadership, staff, volunteers, Lay Missioners, Maryknoll Society, Maryknoll Sisters]
- assist with mid-year and year-end reports (including preparing charts and graphs)
- assist with other duties, as requested

Fundraising and Gift-processing:

- support annual fund, major gift, and grant management operations
- conduct data entry, processing charitable gifts, producing queries and reports, as needed
- assist with donor relations: acknowledgements, follow-up communication, etc.
- assist with organization and implementation of donor events, celebrations, church dates, etc.
- administer monthly reconciliation of donations with finance department/IT
- assist with creating proposal documents for institutional funders: including cover letters, requests for funding, brochures, and funding lists, etc.
- notify Executive Director of gifts \$5,000 and above -for acknowledgement

Oversee quality control and timeliness of project deadlines:

- administer mailings and campaigns (includes personalization and segmentation)
- assist with organization and implementation of events and gatherings
- assist with creation of -and oversee project timelines
- correspond with vendors

- support office volunteers, as needed

Day-to-Day Office Administration:

- assist with development projects/tasks, as needed
- assist with team meeting schedules, developing agendas, (record) maintain minutes, etc.
- maintain office supply inventory by checking stock to determine inventory level: anticipate needed supplies
- maintain mission advancement expense records for mid- and year-end reports
- order furniture and equipment, as needed (compare price, purchase, maintenance)
- review and submit invoices for payment and maintain record-keeping
- schedule set-up / breakdown for meetings, paper-shredding, etc.
- resolve administrative problems/inquiries; prepare written responses to routine inquiries.

QUALIFICATIONS AND SKILLS

- College degree a plus
- Minimum of three to five years direct support to senior management
- Non-profit / Fundraising and gift processing experience a plus
- Demonstrated ability to successfully multi-task
- Entrepreneurial spirit; a self-starter with ability to work independently and as member of fast-paced development team
- Excellent verbal and written communication skills, sophisticated interpersonal and relationship-building skills
- Ability to collaborate with others and create unity in the workplace
- Competent with Microsoft Office Suite required; knowledge of Raisers Edge or Donor Perfect a plus
- Ability to work evenings and weekends; ability to travel; attend off-site conferences and meetings
- Ability to distinguish and honor confidentiality and communicate information, as needed
- Experience with the Catholic philanthropic community and religious life and organizations a plus

STANDARDS OF PERFORMANCE

- Accepts shared responsibility and ownership of projects.
- Positive, cheerful influence on others to achieve goals.
- Actively contributes to the achievement of group and organizational goals.
- Composes and edits documents, with an eye for accuracy and style.
- Maintains neat, orderly administrative office files.
- Establishes and maintains office systems.
- Cultivate, maintain positive relations
- Attends staff meetings and presentations.

Compensation: Salary will be commensurate with experience and proven track record.

Application Deadline: January 22, 2019

Interested and qualified parties, please email:

Barb Banovich-Mroz
Director, Human Resources
ma-info@mklm.org

For additional information, see the backgrounder that follows and visit us at our web site, 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 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.