



Director of Advancement

Position Overview

The Director of Advancement will be responsible for the development and implementation of the annual fundraising strategy for St. Francis Mission (www.sfmission.org). The Director of Advancement will focus on creating and finding new opportunities for the St. Francis Mission to obtain grant funding from public and private grant makers and foundations, as well as building and maintaining relationships with individual donors. The Director of Advancement will have primary responsibility for ensuring that the annual fund calendar is being implemented, will oversee direct mail efforts, and ensure all grants in progress are being executed properly by managing all reporting requirements. The Director of Advancement will oversee the fundraising and communications efforts and any associated staff and consultants for continued support and advancement of each of the organization's programs.

Reports to

Chief Operating Officer

Compensation & Benefits

Annual Compensation: Negotiable based on experience

Position Type: Full-time, salaried/exempt

Benefits: Health Insurance (75% employer contribution of premium)

Essential Duties & Responsibilities

- Assist in budget planning/forecasting and management, integrating upcoming budget goals into future fundraising efforts and grant requests.
- Implement fundraising strategy to reach annual fundraising goals.
- Develop the Organizations annual budget and fundraising strategy.
- Raise an annual budget of about \$4,000,000.
- Draft letters of inquiry and letters of intent for fundraising opportunities.
- Manage all individual donor efforts including direct mail, online donors, and major donors.
- Maintain relationships with donors across the country.
- Oversee and utilize Etapestry to track donor stewardship and fundraising efforts.
- Oversee and utilize Fluxx to manage all grant awards.
- Research federal, state and regional funding opportunities.
- Seek out and obtain appropriate grant opportunities.
- Track grant proposals for foundation fundraising and manage contract grant writers.
- Lead coordination efforts on drafting and preparing the Organization's annual report.
- Travel regularly to promote the work of SFM.
- Assist in planning and executing funder/donor related events and activities.
- Represent SFM at donor events and meetings, and present at various donor meetings
- Oversee SFM marketing, media, and communications--including print, radio, TV/Video, and social media-- as they relate to a variety of donors and stakeholders.



- Manage consultants supporting advancement efforts including fundraising, communications, and financial management.

Qualifications, Knowledge, Skills

- Bachelor's degree in social work, business, communications, public relations, journalism, English, or other related field preferred.
- Ability to travel regularly.
- 2+ years experience managing/overseeing professional fundraising.
- 2+ years prior grant management experience.
- Excellent written and verbal communication skills.
- Organized, with a strong sense of follow-through to complete tasks/goals.
- Self-starter, eager to learn, grow, and expand advancement and overall organization.
- Adept in budget forecasting and management.
- Excellent verbal and written communication skills, including ability to effectively communicate with community members, funders, and media/press.
- Proficient in Microsoft Office programs, and adept in email/online navigation and fundraising/grant software.

About St. Francis Mission

St. Francis Mission is a Catholic Jesuit Institution located on the Rosebud Reservation in South Dakota, working with Lakota people. Our mission is to promote a healthy Catholic Church and address the difficult issues the Lakota people face. Each and every Mission program is designed to further Lakota leadership and champion Lakota and Catholic values. St. Francis Mission operates programs focused on wellness, community, and leadership. These programs include Buechel Memorial Lakota Museum, a Dental Clinic, Recovery Programs, Suicide Hotline, Sapa Un Catholic Academy, Religious Education and Youth Group, and five parishes across the reservation.

To Apply

Please email a cover letter and resume to: frkubickisj@gmail.com

Fr. James Kubicki, S.J.

St. Francis Mission

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