



Pope Francis Center

Director of Institutional Advancement

The Director of Institutional Advancement reports to the Executive Director and collaborates with the entire leadership team. The Director is responsible for all aspects of fundraising and marketing including: major gifts, special events, grants, appeals and communication. This job is accomplished through the individual's own direct effort as well as managing others and effectively leveraging the skills of staff and volunteers.

Position Overview:

- Develops and oversees fundraising strategies, fundraising plans and donor relationships, including donor recognition and stewardship
- Oversees organization's marketing function
- Evaluates current fundraising strategies and methods and recommends changes as appropriate
- Presents to the Board of Trustees an annual development plan for achieving specific goals
- Oversees the Annual Fund, special events, major donor programs and grants to meet or exceed annual development plan income goals
- Oversees the gala and recruits volunteers to serve on the gala committee
- Oversees all aspects of the grant-writing program
- Makes timely and accurate responses to donor concerns, request, and gifts
- Develops and maintains relationships with major donors, foundations, and corporate funders
- Identifies and researches prospective donors, including individuals, corporations, foundations, organizations
- Prepares solicitation materials, including direct mail appeals, annual report, and newsletters
- Conduct donor recognition events/programs
- Oversees the recording of all donations in fundraising software (Raiser's Edge NXT)

Inquiries and Application

For more information, please contact

DAUDLIN
SEARCH



Katie Shubnell
313.806.4005

kshubnell@audlinsearch.com

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Gary Dembs
248.885.0721

gary.dembs@nppn.com

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Position Qualifications:

- A minimum of a Bachelor's degree in business, communications or other related field.
- A Master's Degree is preferred.
- Outstanding organizational skills are essential and the ideal candidate-of-choice will be self-motivated, detail-oriented, creative, strategic, professional, and able to manage multiple projects under tight deadlines.
- The ideal candidate will have a minimum of five years of leadership experience preferably in a nonprofit setting.
- Demonstrated accomplishments in growing a fundraising program.
- Experience and ease in working with volunteer committees.
- Must possess exceptional interpersonal skills and an ability to work collaboratively with all levels of staff.
- The candidate will have a proven track record of a creative approach to fundraising along with experience with crowd-based fundraising.
- Fluency with donor tracking software
 - Raiser's Edge NXT preferred.



The Pope Francis Center (PFC) is a 501(c)3 non-profit organization that serves people who are experiencing homelessness in Detroit, Michigan. Currently, the Center serves 150-200 people each day by providing nutritious meals, showers, laundry services, legal aid, medical care, housing assistance, mental health support, and a variety of other programs. The Center is in the early phases of a capital campaign to raise funds to build a 40-unit Bridge Housing facility to effectively help people transition from chronic homelessness to permanent housing.