



## Mater Dolorosa Passionist Retreat Center

The Passionists of Holy Cross Province  
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### Mater Dolorosa Passionist Retreat Center

**Position Title: Director of Development**  
**Full-time, Exempt**

**To Apply:** Email cover letter and resume to: [msnino@materdolorosa.org](mailto:msnino@materdolorosa.org)

#### **General Summary:**

We are searching for a dedicated and socially conscious Director to lead our organization's development team in creating and implementing strategies that ensure sustainability and organizational growth. This is a full-time exempt position.

The primary responsibility of the Director of Development is to carry out goals and strategies that help the retreat center achieve financial success; to support the mission, vision, and ministries of Mater Dolorosa Passionist Retreat Center; to build and achieve successful long-term relationships with our retreatants, benefactors, and organizations to secure philanthropic support; and to carry out the long held Passionist traditions of hospitality and compassion on a daily basis.

**Reports to:** CEO, Retreat Center Director, Mater Dolorosa Passionist Retreat Center

#### **Scope of Responsibility:**

Director of Development plans, coordinates, and performs functions and activities to accomplish established goals and objectives, as well as optimize efficiency within the framework of the standards, policies, and procedures of the Retreat Center. Oversees and coordinates the work of the Development Associate.

#### **Decision Making:**

On a regular and continuous basis, exercises administrative judgment and assumes responsibility for decisions, consequences, and results having an impact on all development activities of the Retreat Center. This includes considerations of people, costs, and quality of service within this functional area.

#### **Essential Position Functions:**

- Manage fundraising in the areas of Annual Giving, Planned Giving & Major Gifts; Grants; and Events.
- Nurture a culture of mission advancement within the framework of our ministries.
- Manage the annual appeal process.
- Focus on identification and cultivation of major donors through implementation of a comprehensive program to increase major and planned gifts.

- Promote and strengthen a planned giving program.
- Plan and implement a comprehensive grant writing program in support of Retreat Center Ministries.
- Evaluate and implement development strategies, including donor prospecting, recognition, and stewardship programs.
- Cultivate and steward relationships with donors, fellow employees, and volunteers.
- Create solicitation materials and thank you letters for the fundraising team.
- Generate income from special events.
- Provide leadership and support to event committees and volunteers.
- Supervise and work closely with the Development Associate to achieve goals.
- Attend meetings of the board of directors.
- Special project assignments as required by Retreat Center Director.

#### **Education/Special Skills:**

- Bachelor's Degree or equivalent experience in fundraising required.
- Minimum 5 years fundraising experience.
- Faith filled Roman Catholic preferred.
- A collaborative management style and team building skills that leads to the accomplishment of department goals.
- Excellent project management skills.
- Time management and flexibility with job duties.
- Ability to successfully initiate plans and implement programs to secure revenue and meet budget goals.
- Ability to communicate with tact and persuasion using excellent verbal and written communication skills.
- Ability to solicit funds in person and in writing.
- Good understanding of social media platforms.
- Working knowledge and experience with Windows, Word, Excel, PowerPoint, Publisher, and the ability to learn new computer applications, including dedicated fundraising and contact management databases.
- Event planning capabilities.
- History of progressively responsible experience in a fast-paced operation handling multiple tasks in a professional manner.
- Preferred candidates will be enthusiastic, self-motivated, deadline-driven multitaskers.
- Spanish speaker preferred.

**Salary Range: \$64,200 to \$75,000**

*These statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*