



# DOMINICAN FRIARS

## PROVINCE OF ST. ALBERT THE GREAT

### JOB DESCRIPTION

**TITLE:** Executive Director of Institutional Advancement (EDIA)  
**REPORTS TO:** Vicar Provincial for the Office of Mission Advancement  
**LOCATION:** Chicago, IL – Provincial Offices

**Introduction:** Founded in 1939 the Dominican Central Province (Province of St. Albert the Great) is comprised of 14 Central U.S. States and Puerto Rico and is a province of the world-wide Order of Preachers (the Dominicans). The province supports 130 Dominican Friars. Today, the Dominican friars of the Province of St. Albert the Great, continue the preaching mission of St. Dominic in a variety of apostolic ministry venues, placing emphasis upon the intellectual life, ministry to youth, and campus ministry. The foundations of Dominican life—community, prayer, study, and ministry—provide impetus for and substance to our preaching mission. For over 80 years these basic values have given life to our preaching.

With a significant growth in vocations, and exciting new projects emerging, the Dominicans are seeking an accomplished, talented, and faithful fundraising leader to guide their advancement office through new opportunities and growth.

#### **General Description:**

The *Executive Director of Institutional Advancement (EDIA)* reports to the Vicar Provincial for the Office of Mission Advancement (a friar) and is the primary lay fundraising leader of the Dominican Central Province.

The EDIA will lead a team of 5-7 lay staff, building a donor-centered culture of philanthropy and a spirit of continuous improvement. The EDIA will also prepare the Dominican Central Province for a potential capital campaign, and work as part of a leadership team to define long-term projects and key strategic goals.

The Advancement Team is organized into three departments: Development, Services, and Communications. The EDIA will ensure these departments provide a shared services model of fundraising for the *Provincial Office*, as well as the primary apostolates of the Shrine of St. Jude and the Society for Vocational Support (funding the formation of friars in Denver and St. Louis).

The province's parishes, campus ministries, itinerant preaching office and other institutional commitments will also be engaged in appropriate ways but are not functionally integrated into this model.



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### Primary Duties & Responsibilities:

1. Execute an integrated strategic development and donor communications plan:
  - a. Develop and strengthen an **Annual Giving** program that successfully identifies, cultivates, solicits and stewards donors at all levels.
  - b. Develop and strengthen a sustainable **Major Giving** program that creates authentic relationships with donors, while progressively moving them to higher levels of engagement and giving.
  - c. Develop and strengthen a sustainable **Planned Giving** program that stewards donors, educates them on legacy options, and secures estate / end of life gifts.
  - d. Develop and execute any needed **Capital Campaigns** as directed by DOMINICAN CENTRAL PROVINCE leadership.
2. Create appropriate collaborations, partnerships and integrations with the various offices/apostolates of the DOMINICAN CENTRAL PROVINCE.
  - a. Specifically, this requires collaboration with the development efforts at Aquinas Institute of Theology.
3. Ensure delivery of transparent, informative, impact-oriented and mission-centered donor communications.
4. Ensure the necessary policies, procedures, and best practices are in place for the identification, qualification, cultivation, solicitation, and stewardship of donors across the province and at every level.
5. Build and enhance province-wide fundraising and communications infrastructure to support strategic plans and other projects/goals as assigned.
6. Provide strategic advancement leadership and training to the Prior Provincial, Vicar Provincial for Advancement, and other friars with advancement duties.
7. Coordinate systems with the Dominican Central Province Finance Office to ensure the accurate accounting of gifts.
8. Report regularly to Dominican Central Province leadership on the qualitative and quantitative status of advancement goals.
9. Build a culture of continuous improvement, donor-centered philanthropy and stewardship in the spirit of Christian charity.
10. Identify emerging best practices, areas of operational weakness and new opportunities to improve program operations.
11. Maintain an appropriate portfolio of key benefactors and influencers.
12. Other duties as assigned.
13. This position requires over-night travel. The Province spans fourteen central states.

### Supervisory Responsibilities:

1. Frontline fundraisers (Gift Officers)
2. Communications
3. Fundraising administration

### Other Responsibilities:

1. As needed, provide guidance to the various parishes/ministries of the province so they may achieve higher levels of advancement success as it relates to their own local needs.
2. Adhere to the highest levels of professional standards, confidentiality, ethics and the Donor Bill of Rights as promulgated by the *Association of Fundraising Professionals* (AFP).



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3. Collaborate and coordinate with the Dominican Central Province Finance Office.
4. Attendance at province events per responsibilities and needs of the Advancement Office.

### **Essential Qualifications:**

1. Previous work in advancement (10+ years) with significant responsibilities and history of growing financial support.
2. Experience and success soliciting major gifts.
3. Exceptional interpersonal skills and an ability to communicate effectively in writing, by phone, or in person with cheerfulness, grace and professionalism.
4. Experience dealing with high-level individuals, executives, professionals and their families.
5. Exceptional organizational skills and attention to detail.
6. Experience planning, building, and managing capital campaigns.
7. Experience working within the Roman Catholic Church and her hierarchy.
8. High degree of comfort using the internet, donor databases, and web-based applications.
9. Ability to work collaboratively and effectively in groups and be a focused independent worker.
10. Self-starter and with a proactive work ethic.
11. A practicing Catholic with a desire to use their God-given talents in service to others.
12. Willingness to live in the greater Chicago metro area.

### **Other Desired Qualifications:**

1. Familiarity with the Order of Preachers, specifically the Dominican Central Province.
2. Familiarity with the Bloomerang database or similar.

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- Position offers a competitive salary and will remain open until it is filled.
  - Submit resume and cover letter(**required**) to:

**Dan Moraczewski**  
***Petrus Development***  
***Senior Consultant***  
***jobs@petrusdevelopment.com***