



SAINT PAUL

STREET EVANGELIZATION

Position Description

Mission Engagement Officer

POSITION SUMMARY:

St. Paul Street Evangelization is looking for a joyful, mature Catholic disciple to work with our team at the national office to promote the advancement of our mission through development activities. The Mission Engagement Officer is responsible for securing financial resources for St. Paul Street Evangelization. The primary focus is meeting and working with donors and prospects to solicit gifts for the work of our apostolate. The Mission Engagement Officer will be responsible for all aspects of the donor development process including donor identification, cultivation, solicitation, and acknowledgement. This position works closely with other development staff and is supervised directly by the Chief Operating Officer.

POSITION DETAILS:

- Full or part time exempt position
- Some travel will be required throughout the year.
- Office Location: Warren, MI
- Remote work possible
- Direct supervisor: Chief Operating Officer
- Competitive salary

QUALIFICATIONS:

- Must embrace the mission of the St. Paul Street Evangelization
- Previous experience in fundraising preferred
- Strong interpersonal and writing skills
- Have knowledge and experience in fundraising techniques, including major gifts
- Possess the skills to work with and motivate staff, board members and volunteers
- Have the desire to get out of the office and build external relationships
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit "follow through" on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability

JOB RESPONSIBILITIES:

- Follow the guidelines and procedures laid out in the St. Paul Street Evangelization Development Manual for soliciting donations

The St. Paul Street Evangelization
26238 Ryan Rd
Warren, MI 48091
adam@stpaullev.com
(657) 777-2963

- Collaborate with our staff on donor projects, and work within our vision to meet the goals in our current strategic plan
- Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect a positive attitude, and convey sensitivity to the needs of our donors
- Work with the leads that we provide, and the new leads that you procure. Meet prospects and donors on a continual basis to establish effective communication with them
- Establish and grow a major gifts program including identification, cultivation and solicitation of major gift donors
- Coordinate the annual gala
- Attend some Catholic conferences such as FOCUS, Napa, Legatus, Catholic Answers, etc
- Offer prospect strategy counsel to the president, COO, and advancement staff who are managing other prospects
- Oversee fundraising database and tracking systems, including Donor Search. Continually update and correct database records for individuals, organizations and churches. Ensure that all donor information entry, storage, and special requests are recorded and accomplished in a timely manner
- Turn in bi-weekly reports on donor relationships, work completed, and new money brought into the apostolate

APPLICATION PROCESS

Submit your resume, cover letter, and references to:

Adam Janke
Chief Operating Officer
adam@stpaulse.com

The position is open until filled.

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