



JOB DESCRIPTION
Director of Development
Reports to: President

The Franciscan School of Theology

Dating back to 1854 when Mission Santa Barbara was chartered as an apostolic college, the institution continues to evolve as the principal Franciscan source for theological studies and training in California. Mission Santa Barbara remained the center for Franciscan theological studies and operated as a seminary until 1968, when the theological school moved to Berkeley, CA as the Franciscan School of Theology, a member of the Graduate Theological Union, an ecumenical consortium of nine graduate theology schools. In 2014, FST maintained its autonomous corporate and canonical structure, as well as its academic accreditation, as it moved from Berkeley to Old Mission San Luis Rey in Oceanside, CA. Then in 2018, after previously establishing an affiliation agreement with the University of San Diego, FST moved its administrative and operations functions to the university's campus in San Diego, CA. Originally solely a seminary preparing men for the priesthood, today FST is both a seminary and a graduate school of theology, preparing lay women and men, religious and clergy, for shared ministry in the Roman Catholic Church.

General Description

The Director of Development is responsible for the successful discovery, cultivation, solicitation, and stewardship of major and annual gift donors for the Franciscan School of Theology (FST). S/he will create and execute a multifaceted institutional advancement and fundraising plan for FST to meet its most pressing needs and to lay the foundation for increasingly effective, long-term fundraising success.

Responsibilities and Duties

The duties and responsibilities of the Director of Development include, but are not limited to, the following:

Professional Responsibilities

The Director of Development must:

- Embrace the mission of the Franciscan School of Theology (FST).
- Exhibit an understanding of Franciscan tradition, education, and theology.
- Demonstrate strong interpersonal and writing skills.
- Possess the ability to work well with other staff members.
- Be a "self-starter" and goal driven.
- Be well-organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, and demonstrate professionalism, self-confidence, common sense, and active listening ability.



- Work under pressure to meet organizational needs and office deadlines.
- Represent Franciscan School of Theology in an appropriate and positive manner, maintaining confidentiality of privileged information.
- Maintain ethical practices in all purchases made on behalf of the Development Office.
- Direct and oversee the Development Coordinator/Administrative Assistant

Duties

The Director of Development will:

- Promote FST priorities, brand, and image to constituents. Serve as front line staff to advance FST fundraising goals and objectives. Maintain essential knowledge of institutional priorities.
- Implement fundamental fundraising principles based on a clear understanding of relationship development, vision and mission execution, and focused integration of faith and giving.
- Develop and execute FST annual fundraising plan in partnership with board and executive leadership, supporting the President in guiding an overall development strategy.
- Secure financial support from individuals, foundations, and corporations. Develop, track, monitor, and support proposals and reports for all foundation and corporate fundraising initiatives.
- Oversee grant seeking, including research, proposal writing, and reporting requirements.
- Develop and execute prospect management plans and solicitation strategies; conduct outreach, schedule appointments, and communicate results and appropriate assessments; and draft proposals and engage in ongoing cultivation of, and correspondence with, potential donors to FST.
- Manage a substantial portfolio of prospects and donors to meet or exceed goals for monthly visits, solicitations, and gift commitments. Demonstrate skill making “cold calls” in cultivation and stewardship of prospects and donors.
- Document fundraising progress through contact reports, cultivation strategy updates, and other communication materials.
- Participates in all fundraising functions and campaign events, as necessary. Oversee the coordination of special events with clear “Return on Investment” (ROI) assessments that measure impact on qualitative and quantitative goals.
- Represent FST with various constituency groups, partners, associations, and teams, as well as lead engagement and volunteer experiences with FST among members of the general public and local community.
- Manage the implementation of Donor Perfect CMS and oversee staff responsible for data entry, gift processing and gift acknowledgments. Provide written and oral reporting and data analysis, as required.
- Establish and maintain a policies and procedures manual for the Director of Development, reporting staff, and office operations.
- Monitor travel budget and expenditures.
- Provide timely feedback to the President, VP for Academic Affairs, and the CFO.



Other Duties

The Director of Development is expected to:

- Promote the FST relationship with the University of San Diego through personal contact, attendance at events, and familiarity with its graduate programs.
- Contribute to the FST institutional team effort by accomplishing related results, as needed.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies (e.g. CASE, AFP, etc.).
- Perform other related duties as requested by the President and/or the Chair of the Board.

Education and Experience

- Bachelor's degree required, Master's Degree preferred.
- Minimum of 5 years' experience in institutional fundraising, or a combination of education and relevant experience.
- Demonstrated donor stewardship and moves management experience required.
- Eagerness to understand and operate within the ethos of the Franciscan tradition and the mission of FST. Knowledge of, and experience with, Franciscan values and core beliefs, along with affiliations and leadership within parish, church, or para-church groups preferred.
- Roman Catholic preferred.
- Knowledge of, and experience with, state and federal legislation affecting charities highly desirable.

Preferred Certificates, Licenses or Registrations

Demonstrated fundraising and non-profit management training or certifications preferred.

Required Competencies

Achieving Results	Sets challenging goals, tracks progress towards them, demonstrates urgency toward achieving them, and resolves performance issues.
Collaboration	Builds constructive working relationships with colleagues, prospects, and donors, as well as with other work units, community organizations and others to meet mutual goals and objectives. Behaves professionally and supportively when working with individuals from a variety of ethnic, social and educational backgrounds.
Communication	Clearly and respectfully conveys information and ideas through a variety of media to individuals or groups in a manner that engages audiences, helps them understand and retain the message, and invites response and feedback. Keeps others informed as appropriate. Demonstrates excellent written, oral, and listening skills.



Constituency Engagement	Makes constituents and their needs a primary focus of one's actions; shows interest in and understanding of the needs and expectations of internal and external clients and constituents (including direct reports); gains constituent trust and respect, and meets or exceeds their expectations.
Strategic Focus	Understands how an organization must change considering internal and external trends and influences; keeps the "big, long-range picture" in mind; builds a shared long-range organizational vision with others. Committed to course of action to achieve long-range goals and influences others to translate vision into action.

Additional Competencies

Must have a philosophy that is consistent with the Mission, Vision and Core Values of the organization. Experience and commitment to achieving goals and pursuing excellence are critical. Strong oral and written presentation skills. Efficient use of fundraising software, word processing, database management and Excel. Ability to work well independently and as a member of a team. Excellence in organization, decision-making, problem-solving and creating a collaborative environment. Ability to manage multiple projects simultaneously. Must be able to read, write and speak English fluently; bi-lingual in Spanish highly desirable.

Physical Demands

Ability to sit or stand for up to 8 hours/day, as required. Some lifting (up to 25 pounds occasionally), bending, and carrying. Specific vision and mobility requirements include the ability to read, speak, and listen; possess a valid driver's license and have ability to travel. FST is an equal opportunity employer.

Job Classification

- Full-time
- Exempt
- Benefits Eligible
- Salary commensurate with experience

Apply

Letter of application, resume, and three reference names and contact information may be sent to:

Ms. Michelle Greenlee
Search Committee Coordinator
Franciscan School of Theology
5998 Alcalá Park
San Diego, CA 92110
mgreenlee@fst.edu



Franciscan School of Theology
at the UNIVERSITY OF SAN DIEGO
