

Director of Development

Posted on: May 4, 2022

Closing on: May 25, 2022

Location: Remote/Hybrid

Employment Type: Full time, 2-year contract

Level: Intermediate/Senior

Salary Range: \$60,000 - \$75,000 plus benefits

Website: <https://henrinouwen.org/>

About the Henri Nouwen Society

The Society is a registered charity based in Toronto with additional offices in St. Louis Missouri. Our core purpose is to share Henri Nouwen's spiritual vision so that people can be transformed through experiencing themselves as God's beloved. We achieve this purpose through publishing, promoting, and preserving Nouwen's rare and powerful voice.

Position Purpose

The Director of Development leads the development, execution, and evaluation of the fundraising strategy for the Henri Nouwen Society, in partnership with the staff team and Fund Development Committee of the Board. To support the advancement of the Society's core purpose and strategic priorities, the Director of Development focuses on increasing revenue from a variety of sources, with a particular emphasis on major gift fundraising. The Director of Development reports to and works closely with the Executive Director.

Key Responsibilities

Major Gifts Fundraising (75%)

- Lead the development and implementation of a successful Major Gifts Program, focused on the identification, cultivation, and solicitation of gifts of \$1,000 or more.
- Develop and manage a portfolio of 100-150 prospective major gift donors.
- Support the Executive Director in personally soliciting and cultivating a portfolio of 25-30 prospective major gift donors.
- Work with members of the HNS Board to develop appropriate vehicles for engagement with prospective major gift donors.
- Design and implement both individual face-to-face visits and small group activities and strategies for engaging prospective donors in 5-7 key geographic areas with concentrations of existing donors and prospective major gift donors.
- Develop and maintain accurate records of all donor contact (major donor/prospect tracking; donor contact reports, and a monthly report of visits/contacts).

Foundation Fundraising (20%)

- Work closely with Executive Director to develop strategies to communicate HNS programs and activities appropriate for foundation support (both restricted and unrestricted).
- Research and identify prospective foundation supporters.
- Develop foundation grant proposals and LOIs and manage application and reporting processes.
- Build and maintain relationships with current and potential foundation donors.

Annual Fund/Small Gift Fundraising (5%)

- Serve on the Fund Development Committee of the Board as part of the team that oversees, implements, and develops strategies for online and direct mail solicitation.
- Engage with the Fund Development Committee, staff, and database consultant on all aspects of tracking major gift prospective donors and gifts.
- Participate as a member of the HNS staff in conversations and strategies related to external engagement with donors and others engaged with HNS.

Qualifications and Experience

- Bachelor's degree or commensurate experience
- 1-3 years of proven experience in major gift fundraising for a faith-based organization with a geographically dispersed donor base
- Affinity with the Henri Nouwen Society core purpose and values
- Ability to work, engage, and interact with people across the Christian theological spectrum
- Excellent written and verbal communication skills
- Knowledge of and/or interest in Henri Nouwen

Working Conditions

- Occasional overtime required
- Must be able to work evenings and weekends as needed
- Hybrid; a combination of remote, in-office, and external meetings
- Up to 4-6 days per month of overnight travel in USA and Canada

To Apply

Please submit a resume and cover letter (as one document) to HR@henrinouwen.org by **May 25, 2022**.