

ANNUAL GIVING OFFICER

The Sisters of Mercy, a community of Roman Catholic women, are dedicated to helping those in need through education, advocacy, healthcare, housing, pastoral and social services. The Northeast Community with administrative offices in Cumberland, Rhode Island is currently searching for a full time **Annual Giving Officer**.

Reporting to the Director of Mission Advancement, the successful candidate will be responsible for the strategic planning, design, implementation and tracking of a comprehensive multi-channel annual giving program for the Sisters of Mercy Northeast Community in support of the Community's vision, mission and goals.

The position entails designing collateral materials; developing interest with external audiences, understanding and good will towards the Community and its ministries and is in compliance with the guidelines established for the Community and the Institute. The Annual Giving Officer will also work in collaboration with members of the Finance, Communications and IT teams.

Specific responsibilities include, but are not limited to:

- The design and implementation of a short and long-term Annual Giving Program that will meet or exceed established fundraising goals and operational budgets, in accordance with the Community's Mission and objectives by generating philanthropic support.
- Direct Mail Solicitation:
 - Prepare annual plan and budget, along with the annual production schedule.
 - Design themes, identify content and graphics, write and oversee editorial review.
 - Oversee print and mailing production through vendor, track and report revenue.
- Utilize print and electronic media, (website, email and social media), to reinforce development message and solicit donations in collaboration with the communications team.
- Organize and present the annual fall fundraising event Celebration of Mercy in Rhode Island.
- Assist in the implementation of the Annual Stewardship Plan. When schedule permits, make donor visits to gather giving stories and photographs for use in print. Must be willing and available to travel throughout the geographic boundaries of the community ME-VT-NH-Albany-MA-RI-CT).
- Coordinate with Manager of Donor Relations for mailing lists, donor tracking, deferred gifts, and prospect research utilizing appropriate development database and tracking systems.
- Ensure timely recognition of all donor gifts through print and personal contact, and ensures that any donor-specified provisions are followed.
- Conduct performance analysis of the various fundraising activities using accepted and appropriate standards in order to assess efficiency and effect.

- Collaborate, as necessary, with mission advancement departments of sponsored and co-sponsored ministries, Mercy alumni organizations and other Mercy Communities on projects of common interest.
- Advises on trends in the philanthropic world which affect organizational priorities.
- Serves on appropriate internal and external committees, including at the Institute level, as assigned by the Director of Mission Advancement.

QUALIFICATIONS include:

Education:

Bachelor's Degree in business, communications, public relations or related field required.

Experience:

Minimum of five-eight years of successful front-line experience in the non-profit sector in managing a program of annual giving, including the design and dissemination of direct mailings, brochures, phone, web and other electronic media in support of fundraising. Demonstrated success with donor acquisition and retention, as well as donor cultivation, solicitation and stewardship required. Possess a good understanding of electronic database software and its use in creating and managing appeals. Faith-based fundraising preferred.

Must possess a broad knowledge of the principles of fundraising and is able to participate in all aspects of the gift cycle including initiating contacts with potential and current donors, developing appropriate cultivation strategies, moving donors in an appropriate and timely fashion toward solicitation and closure, making solicitations when appropriate and maintain stewardship contacts with prospects and donors of all levels including small, special, major and planned gifts.

Abilities:

Possess strong interpersonal skills coupled with strong writing, oral and presentation skills, ability to manage multiple projects simultaneously, working both independently and as a member of a team, strong analytical skills, utilize the following skills programs: Blackbaud Raisers Edge, Outlook email, MS Word, MS Excel, and various email software including Constant Contact and MailChimp, as effective mission advancement tools. In addition, knowledge of accepted financial practices and an understanding of relevant tax laws and regulatory issues related to fundraising, possess the integrity to maintain confidentiality, demonstrated leadership abilities, and the ability to be flexible and possesses a sense of humor.

- Please submit resume,
- cover letter, and salary requirements to:

Lisa Driscoll, PHR
Director of Human Resources
Sisters of Mercy Northeast
ldriscoll@mercyne.org

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