

## **Manager of Development Operations and Donor Relations – Full Time The Province of St. Joseph of the Capuchin Order – Detroit Ministries**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

The Province of St. Joseph of the Capuchin Order is currently seeking a Manager of Development Operations and Donor Relations (MDODR) to build strong donor relationships with current and prospective donors through effective appeals and events. In addition, the MDODR is responsible for the smooth and efficient operation of the Development Department and collaborations with other departments and Ministries.

### **Responsibilities:**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Cultivate, maintain and manage relationships with prospective and current donors.
- Responsible for all time and attendance administration for the Development department.
- Develop and implement a donor relations training program for staff.
- In collaboration with ministry directors, work with mail houses to design, develop and ensure accuracy of all aspects of all appeal materials.
- Ensures all invoices are accurate, approved and paid in a timely manner.
- In conjunction with Development Database Manager and Finance Department, ensure a smooth flow of donation information between Development and Finance Offices.
- Ensure all appeals are responded to according to Development Department guidelines.
- In collaboration with the Special Events Manager, provide assistance for special and third party events as requested.
- In conjunction with Special Events Manager and Data Team Leader, coordinate mailings for events.
- Assist in providing support to employees and donors in the Directors absence.
- Comply with Province and ministry policies, procedures, guidelines and standards.

### **Qualifications:**

- The preferred education and experience level for this position is a 4-year Bachelors degree in an applicable field OR related experience
- 3-5 years experience in a non-profit fund raising environment
- Confidentiality regarding donors and client information is required
- Ability to work in a faith-based organization with an appreciation for donor relations
- Excellent time management, problem solving, interpersonal, organizational, verbal and written communication skills
- Preferred knowledge of Raisers' Edge Software
- Working knowledge of Microsoft Software Suite

Interested candidates can apply in any of the follow 2 ways:

**Submit letter of interest and resume to:**

1. [employment@thecapuchins.org](mailto:employment@thecapuchins.org) Include Manager of Development Operations and Donor Relations in the subject line.

(Or)

2. Attention: Human Resources  
Manager of Development Operations and Donor Relations  
The Province of St. Joseph of the Capuchin Order  
1820 Mt. Elliott Street  
Detroit, Michigan 48207