

**Assistant Director, Development
The Province of St. Joseph, Detroit, MI**

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 is looking for an Assistant Director, Development. This position will work closely with the Director and staff in all areas of Development including staffing and administration to facilitate partnering with donors, volunteers and friars. This position will also work closely with the Director, the Donor Relations Team Lead and staff to ensure donations are recorded and acknowledged accurately and timely. We offer a generous benefit package including medical, dental, life, long and short-term disability insurance, pension, PTO and tuition reimbursement.

Responsibilities:

- Demonstrates, exemplifies and supports the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities
- In collaboration with ministry directors, work with mail houses to design, develop and ensure accuracy of all aspects of all appeal materials
- Assist Director with scheduling and managing direct mail program and special events
- Responsible for reconciling finances and 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
- Understand and implement processes to address and comply with legal and regulatory requirements for ministry special events and activities.
- Keep Director up to date on scheduling, financial reconciliations and Chase Lock Box
- In conjunction with staff, coordinate mailings for events
- Assist in providing support to employees and donors in the Directors absence
- Ensure employees are scheduled and trained appropriately, have a good understanding of workload and timeframe requirements
- Ensure office and event supplies are available
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelors degree or equivalent of education and experience, 3-5 years exp. in fundraising, Development or marketing with increasing responsibility, 2 years of exp. in supervisory role preferred; Ability to develop appealing communications and publications, travel to all Provincial sites and work a flexible schedule including some weekends and evenings, knowledge of Raisers Edge, Chase Lockbox and ability to strategically plan for future projects, Effective time management, problem solving, interpersonal, organizational, communication and Microsoft Office skills

Review of resumes and applications will begin immediately.

Interested candidates can apply by submitting a letter of interest and resume to:
employment@thecapuchins.org include Assistant Director, Development