



DOMINICAN FRIARS

Province of the Most Holy Name of Jesus

JOB DESCRIPTION

TITLE: Director of Annual Giving
REPORTS TO: Senior Director of Advancement
LOCATION: Oakland, CA – Provincial Offices (Remote work possible)

Introduction: Founded in 1850, the Western Dominican Province (Province of the Most Holy Name of Jesus) is comprised of the Western U.S. States and is a province of the world-wide Order of Preachers (Dominicans).

The province supports ~140 Dominican friars in their mission to preach the Gospel for the salvation of souls, while recruiting and training new friars for lives in the Order. This position offers opportunities for increasing levels of responsibility and leadership.

Description: The Director of Annual Giving will be a member of the advancement leadership team and tasked with planning and executing all aspects of an annual giving program, including all external mass communications. This program will progressively grow the province's house file, offering benefactors an enriching philanthropic entry point and growth within the organization.

Primary Duties & Responsibilities:

1. Develop and execute a comprehensive annual giving plan that leverages all channels of communication (direct mail, electronic, social media, etc.) to identify, cultivate, solicit, and steward individual donors throughout the year, including recapture efforts.
 - a. This plan will include strategies to increase year-over-year giving and retention.
 - b. This plan will include a robust electronic monthly giving program
2. In close coordination with the Senior Dir. of Advancement, plan, organize, and execute on the annual "Rosary Sunday Appeal", a coordinated solicitation and stewardship effort that leverages nearly every province apostolate.
3. Help lead the Advancement Office and shape strategic decisions for the future of the team.
4. Coordinate appropriately with province print, media, and graphic design vendors.
5. Continually improve communications by using A/B testing and new segmentation strategies.
6. Develop and maintain a robust reporting apparatus to communicate program effectiveness.
7. Maintain and enhance development-related sections of the opwest.org website.
8. Track and maintain all external communications in the database following set naming guidelines and Standard Operating Procedures (SOPs).
9. Meets with Senior Director regularly for accountability and to discuss strategy and moves.
10. Develop clear lines of communication with all staff and volunteers so that a unified and collaborative effort may be executed in serving the needs of our benefactors.
11. Other duties as assigned.



Supervisory Responsibilities:

1. None, but may be added later as program growth requires.

Other Responsibilities:

1. Respond to relevant requests and collaborate with the Director of Advancement Services.
2. Immerse oneself in the history and programs of the WDP, and effectively communicate the mission/vision of the Western Province to donors.
3. Conducts oneself in a professional, friendly, and truthful manner to donors.
4. Act as an Advancement liaison to the various friars and ministries of the WDP.
5. Collaborate with the Dominican School of Philosophy and Theology, Priory of St. Albert the Great, St. Jude Shrine, Rosary Center, St. Benedict Lodge, and itinerant preachers on appropriate stewardship, cultivation, and communication initiatives.
6. Adhere to the highest levels of professional standards, confidentiality, ethics and the Donor Bill of Rights (AFP).
7. Regular travel may be required as per program responsibilities
8. Attendance at province events per responsibilities and needs of the Advancement Office.

Essential Qualifications:

1. A Catholic in good standing and an active member of parish/faith community.
2. Exceptional interpersonal and communication skills:
 - Communicate at an advanced level, both oral and written
 - Participate in a teamwork-driven environment
 - Demonstrate a proficiency in building relationships
 - Exhibit tact, patience, grace, professionalism and courtesy
3. Strong donor-centered attitude
4. Previous work in fundraising, alumni relations, or customer service role (3+ years).
5. Exceptional organizational skills, creativity and attention to detail.
6. High proficiency in the use of the MS Office Suite of products.
7. High degree of comfort using the internet, databases, and web-based applications.
8. Ability to work collaboratively and effectively in groups, or be a focused independent worker.
9. Willingness to constantly re-evaluate and improve systems and processes.
10. Ability and desire to use God-given talents in service to others.

Other Desired Qualifications:

1. Familiarity with the Order of Preachers, specifically the Western Dominican Province.
2. Familiarity with Virtuous CRM or another professional fundraising CRM.
3. Experience communicating with high-level individuals, executives, and their families.

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- Position offers a competitive salary (DOE) and will remain open until filled.
 - Submit resume and cover letter to info@opwest.org Attn: Bryan Fegley, Senior Dir. of Advancement