



To: Sisters of Charity Federation Board Members  
LCWR Region 3 Members

From: S. Maureen Shaughnessy, SC *SMS*

Re: Director of Development Position for Sisters of Charity of Saint Elizabeth

Date: February 7, 2024

Attached are materials related to the search for a Director of Development for the Sisters of Charity of Saint Elizabeth. We are working with our HR consultant, Matt Kirnan, to conduct this search. If you have any questions, you can contact him or me directly.

If you know someone whom you believe would be a good fit for this position, please invite her/him to apply.

I thank you for your help in advertising this for us.



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**Date:** February 7, 2024

**To:** Sisters of Charity Federation Board  
LCWR Region 3

**From:** Matthew J. Kirnan, Managing Member  
Bolivar HR Consulting

**Re:** Director of Development Position  
Sisters of Charity of Saint Elizabeth

We are pleased to advise that we are assisting the Sisters of Charity of Saint Elizabeth in the hiring of a Director of Development for their offices in Convent Station, New Jersey. This is a dynamic and exciting position that demands a professional who is committed to the Mission and Charism of the Sisters of Charity and is seeking new challenges.

I have attached the Job Description and the Mission Statement of the Sisters of Charity of Saint Elizabeth.

To apply for the position of Director of Development of the Sisters of Charity of Saint Elizabeth, please submit a cover letter addressed to S. Maureen Shaughnessy, SC, General Superior, Sisters of Charity of Saint Elizabeth, P.O. Box 476, Convent Station New Jersey 07961-0476, along with your resume via email to us at [alondra@bolivarhrconsulting.com](mailto:alondra@bolivarhrconsulting.com). **Deadline for applications is February 26.**

All resumes and emails will be kept confidential.

Very truly yours,

*Matthew J. Kirnan*

Matthew J. Kirnan



## **Development Office Job Title: Director of Development**

The Director of Development (DD) coordinates the ministry of fundraising for the Sisters of Charity by building and stewarding a base of support through individual gifts, corporate gifts and sponsorships, capital campaigns, raffles, special events, grants and planned giving. Working with the General Superior or her Delegate, the Director determines the Departmental goals and objectives derived from the Congregation's mission and priorities.

### **Responsibilities:**

- Develops and implements an annual fundraising plan and appropriate ancillary campaigns as needed working with the Development Advisory Board.
- Oversees the Development Office staff and ongoing operations.
- Develops, implements, and evaluates department budget, goals and objectives, strategies, and activities on a regular basis in concert with the General Superior or her Delegate.
- Initiates and oversees capital campaigns, special events and fundraising activities.
- Identifies, researches, cultivates, and solicits donors and donor prospects and ensures appropriate donor recognition.
- Assures the maintenance and accuracy of donor information files/database and acknowledgement of all gifts received.
- Prioritizes planned giving effort and executes the planned giving program.
- Works with the Director of Communications to create a communication plan for overall fund development.
- Prepares reports for the General Superior or her Delegate, as scheduled or requested.
- Ensures that private/public grants are researched and applied for in support of the Mission.
- Recommends and/or implements policies and guidelines that address development issues i.e., donor rights, intent, gift acceptance and privacy protocols.
- Performs other duties as assigned by the General Superior or her Delegate.

### **Skills and Qualifications:**

1. Bachelor's Degree or higher
2. Nonprofit fundraising leadership and/or Certified Fundraising Executive credentials
3. Managerial experience, including employee supervision
4. Excellent planning and organizational skills
5. Strong verbal and written communication skills
6. High level of interpersonal skills and sensitivity to maintaining confidentiality
7. Effective decision-making
8. Experience in budget development and proficiency in Raiser's Edge or similar CRM software
9. Working knowledge of Microsoft Office Suite

### **Hours/week: 40**

This is an exempt position that requires flexibility which may include evening and weekend work and occasional travel.

**Salary Range:** \$100,000.00 to \$110,000.00

February 2024

# Mission Statement

*Jesus Christ came "to bring the good news to the poor, to proclaim liberty to captives and to the blind new sight, to set the downtrodden free, to proclaim the Lord's year of favour" (Luke 4:18-29). The mission of the Sisters of Charity of Saint Elizabeth is to proclaim and live this Gospel of Jesus Christ.*

*Through Baptism and Confirmation each Christian is incorporated into Christ and called to continue his work. This is the mission given to the entire Church. In the tradition of Saint Vincent de Paul our Congregation participates in the mission of the Church fundamentally through ministry supported and nourished by prayer and vowed life in community. From the beginning our ministry has encompassed commitments in education, health care, and pastoral and social services.*

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*Toward Boundless Charity*

*September 29, 1989*