

DIRECTOR OF THE SPIRITAN OFFICE OF MISSION ADVANCEMENT

The Spiritan Office for Mission Advancement (SOMA), supports the Congregation of the Holy Spirit's public and charitable works of health, education, social services, and religious mission in the United States and throughout the world. The Congregation of the Holy Spirit is a Roman Catholic congregation of priests, lay brothers, and lay associates.

It is the mission of SOMA to promote the Church's mission and the charism of the Congregation of the Holy Spirit by involving Catholic faithful and all people of goodwill in the work of evangelization. It seeks financial resources to support the missionary, educational, pastoral, humanitarian and charitable works of the U.S. Province of the Congregation of the Holy Spirit in the United States and internationally.

The Congregation is seeking to hire a Director of the Spiritan Office of Mission Advancement.

The Director is the key management leader of SOMA and is directly accountable to the Provincial of the U.S. Province and his Council. The Director is responsible for overseeing all SOMA activities and be administratively responsible for ensuring all goals and objectives relating to fundraising, marketing and community outreach are met.

In conjunction with the Provincial and the Provincial Council, the Director will be responsible for the development of a 3-5 year strategic plan for all SOMA operations in service of Spiritan missionary ministries related to the U.S. Province, the General Administration of the Congregation, and other provinces of the Congregation. This plan will also include timelines for implementation of goals and objectives.

Professional Qualifications

- Bachelor's Degree from an accredited four-year college/university.
- A minimum of 5 years of experience in various fund development positions preferably with organizations that have multiple locations
- A minimum of 3 years of experience managing a fund development team and leading other fund raising activities and events
- Experience writing and developing fund development strategic plans and objectives.
- Transparent and high integrity leadership skills including managerial experience leading multiple teams
- Demonstrated understanding and appreciation of the Catholic fundraising community
- Solid, hands-on budget management skills including preparation, analysis, decision-making and reporting

- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of SOMA's purpose and goals to staff, advisory committee, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to religious non-profit sector
- Strong written and oral communication skills
- Demonstrated ability to oversee and collaborate with staff and volunteers
- Strong public speaking ability making presentation to groups of varying sizes
- Strong computer skills including experience in MS Word, Excel, PowerPoint and other fundraising data bases

This position is based in Houston, Texas. Travel to other SOMA locations and other target locations will be required.

Activities and events will occasionally include evenings and weekends.

Salary will be commensurate with experience and qualifications. Quality benefits package includes health and retirement plan.

Applicants who meet the stated requirements should submit their cover letter expressing their interest in the position and salary expectations, a resume, and a minimum of three references to:

Fr. Jeffrey Duaine, C.S.Sp
Provincial for the Province of the United States
at usadminasst@spiritans.org

No phone calls, please.

The Congregation of the Holy Spirit (Spiritans) is an Equal Opportunity Employer