

Job Description



Job Title:

FSC Director of Community Engagement

Reports To:

FSC Director

Creation/Last Revised:

2/2023

Job Summary:

The Director of Community Engagement furthers the mission of the Franciscan Spirituality Center by creating community partnerships, identifying needs and resources in the community and building bridges of connection with individuals and organizations. The Director of Community Engagement will plan and manage Center fundraising and development initiatives. The Community Engagement Director is a skilled listener, motivated communicator and passionate about the Franciscan Spirituality Center mission.

Job Type: Full-Time with mix of remote/in-person office time (40 hours/week)

Education & Experience:

- Bachelor's degree in related field and/or equivalent experience.
- Familiarity with fundraising methods, using donor base software, grant applications preferred.

License Requirements:

Essential Duties

1. Community Engagement.

- Works with the Executive Director and Program Coordinator to align the FSC with current community identified needs in order to increase engagement with FSC programs and support systems.
- Collaborates with the FSC Executive Director on grant proposals that address the needs of the time.
- Develops and implements an outreach plan to identify and contact organizations about providing hosted group space. Collaborates with Marketing Coordinator and Executive Director as necessary to successfully implement a plan.

- Fosters both ongoing and new relationships with various organizations in order to better understand community needs for programs, special events, education, and hosted groups.
- Works with local hospitals, organizations and agencies to increase visibility of the FSC as a partner in fostering healing and wholeness.
- Increases the Franciscan Spirituality Centers' engagement with and service to diverse audiences.
- Seeks to offer informational sessions on the FSC to local organizations and partners.

2. Development and Donor Engagement

- Cultivates relationships with current donors and seeks out potential new donors that align with the FSC's mission.
- Directs and implements annual fund appeals.
- Directs and implements fundraising events and special initiatives.
- Manages online and electronic giving opportunities such as Giving Tuesday and monthly giving.
- Acknowledges all donations received in an appropriate and timely fashion.
- Manages donor database.
- Works with the Spiritual Direction Preparation Program Director to cultivate long-term relationships with graduates of that program.
- Serves on the FSC Operating Board Mission Advancement committee.
- Performs other duties as requested.

****Other Duties as Assigned****

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to communicate and listen for community needs effectively.
- Demonstrate initiative and self-direction.
- Must be comfortable asking for donations and financial gifts.
- Must be attentive to details and accuracy.
- Able to prioritize deadlines.
- Maintain a high level of confidentiality.
- Must be flexible.
- Willing to work in a team environment, coordinating or directing the completion of tasks with others.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee occasionally lifts and/or moves up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Prerequisite: Physical exam, Tuberculosis screening test, drug screen, criminal background check

Disclaimer clause

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

Signature

Date