

Development Officer

Mount Michael Benedictine Abbey and School, located just outside of Elkhorn, Nebraska, is now accepting applications for the position of Director of Development/Advancement.

Mount Michael Benedictine School is a college preparatory boarding and day school that serves 240 young men in grades 9th-12th. Approximately 15% of the students are international. Many of the students are from the Omaha, Nebraska metropolitan area. Mount Michael Benedictine School is rooted in Benedictine values and committed to excellence. Students develop spiritually, intellectually and socially through a comprehensive curriculum and communal experience to become future leaders. Mount Michael has just completed a five-plus year capital campaign that resulted in a brand new 45,000 square foot STEM facility which opened in January of 2018.

Mount Michael Benedictine Abbey and School is seeking an development officer who has outstanding skills in engaging donors and alumni, overseeing marketing and communications, managing annual giving, and working with volunteers. This person must be organized, flexible, and excited about Mount Michael Benedictine's mission.

Job Description

Job Title: Development Officer

Reports to: Director of Development

Job Summary:

Solicit constituents face-to-face and by phone to build relationships and manage budgets for which the Development Officer is responsible. Write articles and appeal letters and manage mailing of Michaeleen, School Newsletter, Monthly Giving Program, Press Releases, Website and Appeal mailings. Research and coordinate applications for private funding grants for Mount Michael Benedictine Abbey and School. Consider the integration of Benedictine values and principles in the preparation and execution of publications and such. Serve as the Development liaison between the School, Abbey and Development office.

Essential Job Functions:

1. Solicit face-to-face and by phone constituents to build relationships. Goals will be set yearly. Create and design, all mailings/appeals including, but not limited to Annual Fund Drive, Lenten appeal, Advent appeal, Alumni appeals, Monthly Giving Program while working within the budget. Work with the Administrative Assistant/Bookkeeper for mailing lists. Create and design, Michaeleen, and Annual Report.

2. Serve as the lead for researching private foundation grant funding opportunities and coordinate the grant application process for the abbey and school.
3. Write weekly press releases for the school and abbey. Request direction from the school and monks. Work with the Development Officer/Events to help get information out that pertains to events.
4. Maintain the Development Office/Alumni web page with the web master. Update weekly when needed. Make sure that all information that is on the web site is kept current in our areas.
5. Manage Alumni and their events. Attend the Alumni Association meetings and take minutes. Marketing/Promotion of Development/Alumni to the public, alumni and friends of Mount Michael through, social media, public relations with local news outlets and social media calendars for all events.
6. Gather information, write articles and formulate a monthly school newsletter. Coordinate with the Head of School and School Administrative Assistant.
7. Maintain and handle confidential information.
8. Communicate effectively, in a courteous and professional manner always, keeping in mind the Rule of St. Benedict, with all internal and external constituencies.
9. Observe regular office hours between 8:00 am – 4:30 pm, Monday – Friday, except when job duties require off-site meetings and activities; communicate all office absences to the Director of Development in advance.
10. Work additional hours beyond normal office hours (8:00 am – 4:30 pm), including attending/working up to but not limited to 6 events a year, which will include evenings and weekends.
11. Work with the Administrative Assistant to receive financial reports on the status of appeals.
12. Other duties and assignments as deemed necessary and appropriate by the Director of Development.

Knowledge, Skills and Abilities:

1. Must exhibit knowledge of Mount Michael policies, procedures, philosophy and mission.
2. Must demonstrate a positive attitude.
3. Must be able to prioritize, manage and organize multiple tasks.
4. Ability to work independently and be organized in handling event management and coordination of volunteers and alumni.
5. Ability to work as a team player with co-workers, volunteers and all internal and external constituencies.
6. Must show leadership qualities to be able to lead and provide support to volunteers.
7. Have knowledge and/or willing to receive training for Microsoft Word, Excel, Access and Raiser's Edge, InDesign and other computer applications.
8. Have a familiarity of Benedictine history and monastic life.

Education and Experience:

- Minimum of a bachelor's degree
- Minimum of three to five years of development experience, with specific focus on successful communications.

- Demonstrates a positive track record of effectively working within a small office setting.
- Effectively handles all contact (face-to-face, phone, mail, e-mail and other contacts) with a large group of constituencies, including, but not limited to donors, parents, alumni, alumni parents, volunteers and the general public.
- Excellent oral and written communication skills required.

Salary: Open/negotiable

Deadline for applications: May 11, 2018

Start Date: As soon as possible

All inquiries will be held in strict confidence.

Interested applicants can send a cover letter and resume via email to:

fdonovan@mountmichael.org

Mount Michael Benedictine School
Development Officer Position
Attention: Francesca Donovan, Director of Advancement
22520 Mount Michael Road
Elkhorn, NE 68022

Please contact Francesca Donovan at (402)-238-1447 if you have any questions or need further information.