



**The National Sanctuary of Our Sorrowful Mother  
Portland, Oregon USA**

**Director of Development  
Core Requirements and Application Instructions**

**GENERAL DESCRIPTION**

The Director of Development is hired by and reports directly to the Executive Director of The National Sanctuary of Our Sorrowful Mother, more commonly known as The Grotto. The Director of Development executes a comprehensive development strategy in support of the daily operations of The Grotto, special events, and capital campaigns. The Director works in concert with the Executive Director and collaborates with the Chair of the Development Committee of the Board of Directors.

**PERFORMANCE RESPONSIBILITIES**

- **Create a development strategy for The Grotto.** Identify funding requirements for daily operations and preferred funding targets who have values consistent with The Grotto.
- **Fundraising.** Oversee multiple development efforts, conduct research, identify donor prospects, prepare applications to multiple granting sources, manage capital campaigns, including engagement and supervision of capital campaign firms, if so engaged.
- **Maintain and build the donor base.** With the Executive Director and Development Committee Chair, develop and maintains key long-term relationships with active and prospective donors. The Director is responsible for the cultivation, solicitation, recognition and retention of donors.
- **Communicate with and train The Grotto staff and Board of Directors.** Communicate development goals to staff and the Board of Directors at recurring staff meetings and bi-monthly Board of Director meetings. Train managers and Board members to ensure consistent communication to active and prospective donors, corporations, foundations, and other potential supporters of The Grotto.

**QUALIFICATIONS**

- **Development/Fundraising:** Demonstrated success in nonprofit development. Experience with a faith-based nonprofit organization preferred but not required. Experience executing capital campaigns and success in fundraising from multiple donor channels.
- **Project Leadership:** Experience planning, leading, and managing development projects, including coordination with others to achieve desired outcomes. Experience tracking and reporting on progress to manager, peers, and boards of directors.
- **Communication:** Persuasive written and verbal communication and the ability to express the case for support of The Grotto fundraising efforts. Experience developing and presenting information to a wide variety of external groups and potential partners.
- **Relationship Building:** Able to establish and maintain strong working relationships across The Grotto and partner nonprofit organizations. Effective at working with others to reach common goals and objectives.
- **Entrepreneurial Spirit.** Possess the confidence and initiative to deepen current donor relationships; re-engage expired relationships, and forge new relationships in support of The Grotto.

## **EDUCATION AND EXPERIENCE**

- Bachelor's degree in liberal arts or business required; Master's degree desirable.
- A minimum of seven years fund development experience.
- Demonstrated experience in philanthropic development, including major and principal gifts; comprehensive campaigns; annual and special gifts, and working knowledge of various vehicles used in charitable estate planning.
- Experience using social media fundraising methods and programs.
- Successful outcomes in grant writing.

## **WORKING CONDITIONS**

- Occasional hours outside of normal business hours for meetings and programs.
- Travel required. Must possess a motor vehicle, valid driver's license, and current personal vehicle insurance.

## **SALARY AND BENEFITS**

- Competitive salary DOE
- Benefits package including health, dental, vision, disability and life insurance, holiday, sick and vacation pay.

## **HOW TO APPLY**

**Qualified candidates should submit the following materials to [office@thegrotto.org](mailto:office@thegrotto.org)**

1. Cover letter (two-page maximum) explaining:
  - a. Why you are interested in this position;
  - b. How your skills and background meet the job requirements;
  - c. What unique qualities you bring to the job.
2. A complete chronological resumé including starting and ending salaries.
3. Five references, at least three professional. Include reference name, title, address, phone number, and email, if available. References will be contacted for finalists for the position.

**You may also submit your application via U.S. mail to**

The Grotto  
Development Director Search  
8840 NE Skidmore Street  
P.O. Box 20008  
Portland, Oregon 97294-0008

**Position will remain open until filled.**