



Position: Development Director | Reports to: Executive Director
Total Employees: 15 | Direct Reports: 0
Location: Over-the-Rhine in the St. Anthony Center
Status: Exempt

About St. Francis Seraph Ministries

A plea from Archbishop Purcell to the Franciscans of St. Leopold Province in Austria led to the formation of The Franciscan Friars in 1854 located in Over-the-Rhine. During the 1980's, the Friars with support from the parishioners of St. Francis Seraph Church sponsored a soup kitchen (known today as *Mother Teresa of Calcutta Dining Room*) and *The Sarah Center*, an empowerment center for women seeking educational and spiritual nourishment. In 2011, St. Francis Seraph Ministries (SFSM) was established as a separate nonprofit organization governed by a board of directors. Today, SFSM continues to serve individuals who are homeless and low income, nourishing and nurturing all those in need through several programs. Visit <https://www.sfsministries.org> for more information.

Position Summary

The development director leads the philanthropic strategy in collaboration with the executive director and the board development committee. This position will play a vital role with the organization's sustainability goals in terms of revenue, expanded donor base, future capital campaign (request gifts and collaborate with board), fundraising plan design, development and execution, and all of the tactics that produce results. They will be responsible for establishing strategies and executing programs outlined below that are aligned with the vision, mission, and core values of SFSM.

Essential Job Responsibilities

Philanthropy/Fundraising

- Serve as the primary liaison for the development committee
- Create an annual fundraising plan with cultivation/stewardship system, leveraging the talents of the development committee and the executive director
- Serve as point of contact for external grant writer (Ennoble).
- Collaborate with executive director to identify, cultivate, make a request, and steward a portfolio of individual donors to be determined after hire
- Design, develop, and implement the annual appeal and summer appeal to secure unrestricted revenue
- Launch and maintain a major gifts program
- Serve as liaison in any future capital campaign; make gift requests; collaborate with board and executive director
- Solicit local businesses and corporations for financial and in-kind gifts

Administration

- Serve as a member of the leadership team and attend meetings as requested
- Collaborate with the appropriate SFSM staff for all tasks related to Salesforce and data management

Any other duties as assigned including occasional help on weekends or evenings at agency-sponsored events

Qualifications & Expectations

- Bachelor's degree in a related field with at least eight or more years of successful experience in nonprofit fundraising and all aspects connected with the craft

- Outstanding relationship management skills including staff/donor partnerships
- Strategic and forward thinker – recognize the need for diverse fundraising methods, including annual campaigns and future capital campaign
- Clear communication – both written and oral, as well as listening
- Team player – works well as part of a team, working together to achieve organizational objectives
- Prioritization – able to determine priority and understand sometimes tight deadlines
- Confidentiality – this is the bedrock for SFSM in terms of client and donor information
- CRM (Salesforce) and Microsoft Office suite of products – knowledge of and ability to learn more
- Passion for the mission, vision, and values of St. Francis Seraph Ministries

Timeline & Resume Submittal Process

Phase I: Screening interview, via Zoom, with Anne Maxfield, consultant: November 1, 2025 – December 1, 2025.

Phase II: In-person interview with Mary Pat Raupach, executive director and Anne Maxfield: December 11, 2025

Phase III: In-person interview with Mary Pat Raupach, Anne Maxfield, and members of the development committee: December 17 or 23, 2025.

Reference/background checks: Upon signed letter of offer.

On-board: Agreed upon date between new development director and executive director.

Compensation/Benefits

Salary: \$95,000 - \$105,000 based on experience and results.

Benefits:

- Health (65% employer paid)
- 401K: SFSM contributes 4% of employee wages on a quarterly basis
- Life insurance (100% employer paid)
- Free indoor parking (controlled access)
- Twelve paid holidays
- PTO: 12.5 hours per month
- When approved, all staff receive employer-paid time off between Christmas and New Year's; however, this benefit is not guaranteed

St. Francis Seraph Ministries reserves the right to adjust the timeline and the process at any time.

Please email your confidential resume to Anne Maxfield at ammaxfield1@gmail.com who is assisting St. Francis Seraph Ministries with this search. All submissions will be carefully reviewed, and you will receive confirmation of receipt from Anne. Candidates selected to move forward to Phase I interviews will be contacted directly.

Thank you for your interest in St. Francis Seraph Ministries and in helping advance their mission.