HISTORY
For over 140 years, the Josephites have been in the mission of serving the African American community.

It began with a determined man named Cardinal Vaughn. In 1866, after years of fund-raising, he opened a school named St. Joseph College of the Sacred Heart located in Mill Hill, England. Cardinal Vaughn’s greatest desire was to send missionaries into all parts of the world. In May 1870, he petitioned the pope for a mission field. The choice was the United States.

For years the archbishop of Baltimore, Martin John Spalding, had been appealing to Rome for help in ministering to the thousands recently released from slavery. In 1871, Pius IX handed down the Negro Oath, which would shape the modern-day Josephites.

With the oath in hand the four missionaries and Cardinal Vaughn set off for Baltimore. Here Cardinal Vaughn consecrated the mission to the Sacred Heart of Jesus and named his missionaries the Josephites. In 1893, Cardinal James Gibbons of Baltimore offered to accept the Josephites as an independent organization and Cardinal Vaughn gave his consent.

Father John Slattery became the first Superior General of the new American Josephites and set the direction of the newly independent society.

What began as a mission to help the newly freed slaves in America, evolved into the broader task of assisting all of the Black community. The Josephites continue in the tradition of Cardinal Vaughn and by the commission of Pope Pius IX, as a society dedicated solely to the service of the African American community. Today, the Josephites continue their legacy of service under the leadership of the second African American Superior General, Michael L. Thompson, SSJ.

For additional information on the Josephites, visit www.josephites.org

CHIEF DEVELOPMENT OFFICER (CDO)
The Chief Development Officer is responsible for leading and administering The Josephites development programs, with major gift fundraising being the primary emphasis. The Chief Development Officer reports directly to the Superior General and maintains a close working relationship with the General Council of the Josephites (the elected governing body of St. Joseph’s Society of the Sacred Heart) and volunteers, consultants, and Josephite staff.

Top Priorities for the CDO include the following:
1. Conduct a comprehensive assessment (which may include a SWOT analysis and efficiency review) of the Josephites fund development portfolio of fundraising programs and activities;

2. Make recommendations on improving and work with the Superior General to develop and facilitate enhanced fundraising programs based on the comprehensive assessment of long and short term financial requirements of the Josephites and of all existing programs, current principles and practices of fund development best practices.

3. In conjunction with the Superior General, develop a strategic fund development plan with specific short and long-range fundraising goals from all fundraising categories including major gifts and planned-giving;

4. Identify and install state-of-art fund development software to track all fundraising activities including donor solicitations, tracking and reporting; develop appropriate accountability and performance measurement systems;
5. Assist the Superior General and/or his designee identify and recruit a Josephite Development Fund Board; and

6. Identify “capacity building” grant funding to help build a sustainable fund development operation within the organization.

Specific responsibilities include, but are not limited to the following:

1. Planning, developing, implementing, and evaluating all organizational fundraising efforts including major gifts, the annual campaign, capital campaign, planned-giving, endowment, and corporate/foundation cultivation and solicitation;

2. Conducting prospect research, developing grant proposals, and maintaining an automated donor information system; growing a major gifts program including identifying and cultivating new prospective donors while maintaining regular communications with existing donors; advising and enhancing existing Direct Mail campaigns;

3. Providing fundraising leadership, counsel, and support to the Superior General, Council, Josephite management team, and staff regarding annual fundraising strategies;

4. Increasing the effectiveness of communication strategies and publications to enhance understanding and support for the mission of the Josephites and the services provided;

5. Administering and developing image enhancement and name recognition strategies that ensure continued success in promoting the Josephites’ fundraising objectives; making public appearances/accepting speaking engagements to share information about St. Joseph’s Society of the Sacred Heart with potential donors and benefactors.

6. Coordinating, in conjunction with the Superior General, the creation of a development committee, with minimum bi-annual meetings and periodic progress reports; staffing the Josephite Development Fund Board; providing guidance and consultation to Josephite parishes relative to capital campaign fundraising activities;

7. Preparing monthly, quarterly, and annual reports for Superior General, Josephite General Council, and Josephite Development Fund Board regarding fund development progress and performance;

8. Hiring, supervising and evaluating the performance of assigned staff; overseeing fundraising database and tracking systems;

9. Formulating the fund development budget and for operating within the approved budget;

10. Coordinating fundraising and other special events promoting the Josephite Mission and History; collaborating with staff to create effective publications that support fundraising efforts; maintaining gift recognition records and reports;

11. Maintaining rigors fundraising solicitation schedule including traveling as needed, largely on a local/regional basis; and participating in evening and weekend work as part of the role as Chief Development Officer; and

12. Perform other related duties as requested by Superior General.

QUALIFICATIONS AND EXPERIENCE:
The ideal candidate will be a bright, creative, energetic, enthusiastic, and accomplished fundraising leader with strong strategic and tactical skills that will enable the development function to serve as the catalyst for achieving the Josephites’ fund development goals. The successful candidate must possess outstanding presentation and communication skills, and be highly regarded within the development profession. Candidates must possess a track record of superior fundraising experience with outstanding major gift solicitation accomplishments. The selected individual will embody the mission of the Josephite Society and possess the core values of the organization and have high moral, ethical, and business standards, while working collaboratively with various stakeholders. It is
imperative that the Chief Development Officer possess an entrepreneurial spirit and a burning desire to build a premier development function that has a solid operational infrastructure that is inclusive, comprehensive, and cost effective. In terms of personal characteristics, it is essential that the successful candidate possess the interpersonal skills to work effectively with individuals of diverse backgrounds and demonstrate fundraising skills to interact with donors and supporters at various levels. The hired Chief Development Officer will display a positive attitude, empathy for the people the Josephites minister to and communities served, and demonstrate presence, self-confidence, common sense and good listening ability.

**Specific skills, abilities and experience include:**

- Graduation from an accredited 4-year college or university in business, marketing or closely related field, with a master's degree being desirable;
- Hands on experience and understanding of the principles and practices of fundraising within a non-profit corporation;
- Five to eight years of experience in fund development with major gifts, foundation solicitation and capital campaign planning and execution;
- Effective fundraising organizational management skills including organizational goal setting, monitoring and prioritization;
- Budget development and management;
- Results driven and goal oriented; exhibits “follow through” on tasks and goals;
- Grant writing and solicitation experience including grant reporting;
- Able to prepare and present reports to governing boards and funders;
- Ability to work with and command the respect of a variety of stakeholders including volunteers;
- Excellent written and verbal communication skills with demonstrated presentation abilities;
- Computer literacy including word processing, spreadsheet software, data base applications and fund development management software;
- Comfortable using social media;
- Ability to work both independently and as part of multiple teams;
- Ability to work and make decisions with a high degree of autonomy;
- Strong organizational skills combined with individual initiative;
- Results oriented, data and outcome driven, energetic, persuasive, and creative;
- Able to represent the Josephites with honor, integrity, respect and sincerity;
- Ability to motivate, manage and inspire personnel involved in fundraising;
- Outstanding interpersonal and relationship development skills;
- Ability to train and develop others; and
- Persuasive, resourceful and astute.

**COMPENSATION**

The Josephites offer a competitive salary and employment benefits package commensurate with qualifications and experience.

To apply for this outstanding opportunity, please electronically submit your resume and a cover letter of interest to W.D. Hawkins, The Hawkins Company at: cdo.josephites@thehawkinscompany.com. The letter of interest should outline why you are interested in joining the Josephites, your relevant fundraising accomplishments and the key attributes you would bring to this position. The Chief Development Officer position will remain opened until filled. Material received by **March 16, 2018** will receive first consideration.

Confidential inquiries are encouraged and can be directed to Bill Hawkins via telephone at 310-348-8800, or via email at bill@thehawkinscompany.com.

**THE HAWKINS COMPANY**
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