

# Position Announcement

## National Development Director



*Sisters of the Holy Family of Nazareth – USA, Inc*

*Holy Family Province,  
the U.S.A. province of the  
Sisters of the Holy Family of Nazareth,  
has some 170 sisters serving in Connecticut,  
New York, Ohio, Pennsylvania, and Texas. The  
Provincialate is in Des Plaines, Illinois, a suburb of Chicago.*

## OUR MISSION

We, the Sisters of the Holy Family of Nazareth, are called to extend the Kingdom of God's love among ourselves and others by living the spirit of Jesus, Mary and Joseph to whose lives were centered in the love of God and one another. We witness this love through dedicated service to the Church, especially in ministry to the family.

In 2025, we celebrate the 150th Anniversary of our Congregation.



Our desire is that this time will revive in us the joy of participating in the charism of Nazareth and the desire to share it with others. We want everyone to feel invited to prepare, implement, and participate in these common activities. We have been blessed with many gifts and talents, and our desire is that they will serve to build our identity, unity, and greater love for God, Sisters, and the people among whom we live and work.



## OUR VALUES

The Sisters of the Holy Family of Nazareth in Holy Family Province adopted the following Value Statements in 2017. The Value Statements capture the essential elements of Nazareth spirituality in Gospel living and give expression to the sisters' life and mission.



*We, Sisters of the Holy Family of Nazareth (CSFN), are an international Roman Catholic congregation of vowed religious women dedicated to spreading the Kingdom of God's love, particularly within families. We do this by serving families through active ministry in schools, hospitals, parishes, prisons and social service agencies. We also spread the Kingdom through our daily living in a community of prayer and commitment to God and the Holy Family.*

*Today, this vision of Nazareth is being lived by some 1,100 sisters serving in 14 countries. We are joined by 700 lay associates.*

*Our Congregation has seven provinces, including the U.S. province. We also have mission homes in Israel and Ghana, and a region in the Ukraine. Under the direction of the CSFN General Administration in Rome, our Sisters in these areas dedicate themselves to spreading the kingdom of God's love.*



## FAITHFUL LISTENING

Faithful listening: a way to claim and celebrate our identity in life and ministry; a way to hear the voices (new and old) within our hearts and within our world as a call to growth and development; a way to let God's Spirit overshadow us and our mission; a way to be open to taking risks for the sake of mission.

## LOVING RELATIONSHIPS

"Love" is the very heart of Nazareth, modeled on the relationship among Father, Son and Spirit in the Trinity and among Jesus, Mary and Joseph in the Holy Family. The selfless, life-giving love of an infinitely generous God compels us to form loving, compassionate and reverential relationships in our personal, communal and ministerial lives. Since the family is the first school of love, we are committed to the strengthening of family life in whatever ways we are able.



## RECOGNIZING GOD IN THE EVERYDAY

We are building God's reign of love in our world, step by step, moment by moment, here, in this place. The people we encounter are the sons and daughters of God. We must know and believe that. The more we recognize that God is in the daily, the more compassionate and caring we become. We endeavor to act from a transformed consciousness.





*The National Development Director is responsible for the planning, organization, direction and coordination of the National Development Office's activities for the Sisters of the Holy Family of Nazareth – USA, Inc. The National Development Director is appointed by the Provincial Leadership. Imbued with the mission and charism of the Congregation, the National Development Director is cognizant of the ultimate responsibility to further the mission and to keep it at the forefront of all Provincial activities.*

## **Essential Duties and Responsibilities**

- Understands and promotes the mission and ministry of the Sisters of the Holy Family of Nazareth, Holy Family Province.
- Develops, implements, and executes a comprehensive fundraising plan that includes major gifts, corporate and foundation giving, and special events.
- Manages and leads a team of fundraising personnel.
- Formulates, defines and interprets with the Development Office Staff and Provincial Leadership, the development goals and objectives for the Development Office.
- Collaborates with the Communications Office to develop and execute effective donor communications and marketing materials.
- Develops and manages an annual budget.
- Seeks, applies and manages grant funding.
- Coordinates and executes special events.
- Identifies and works with donors and potential donors.
- Creates and/or oversees direct mail appeals, promotional pieces for group presentations, special community gatherings, media contacts, and newsletters.
- Establishes and manages an effective record-keeping and donor reporting system.
- Maintains relationships through personal visits, oral and written communication with sisters and donors.
- Coordinates financial reporting systems with the Provincial Treasurer.
- Develops and presents progress reports to the Provincial Leadership.
- Hires and manages personnel.
- Stays current in the Development field.
- Other duties as assigned.

## Qualifications for the National Development Director

- Bachelor's degree or significant related work experience. CFRE and/ or Certification in Communications/ Marketing a plus.
- Minimum of five years proven development experience.
- Demonstrated leadership skills.
- Proficiency in Microsoft Office.
- Grant writing experience required.
- Experience with Raiser's Edge preferred.
- Excellent organizational and communication skills including time management and detail oriented.
- Ability to collaborate with colleagues and volunteers and work in a team setting.
- A proven record of leadership, ability to manage multiple projects simultaneously.
- Ability to maintain a high-level of confidentiality.
- A proven record of identifying, cultivating and soliciting major donors and the ability to develop lasting relationships.
- Ability to travel to various locations throughout the Province.

The National Development Director reports to the Provincial Treasurer and is based at the Provincial Office. There are 2.5 FTE's in the office, in addition to the National Director. There also are 1.5 FTE's as Sister volunteers. All will be supervised by the National Development Director.

## Salary and Benefits

- Salary is competitive and commensurate with experience and qualifications for this full-time position (exempt).
- Health Insurance
- 403(b) Retirement Plan
- Vacation, sick, and personal paid time off.

## Application Procedure

The Sisters of the Holy Family of Nazareth have engaged Mission Advancement, part of the Consulting Solutions Division of Christian Brothers Services, to assist with this search.

To apply please submit by February 28, 2025:

A letter of interest that aligns your experience and skill set with this position.

Current CV or résumé with all appropriate dates included.

List of five references, including one supervisor with name, relationship, phone # and email address for each. No references will be checked without your knowledge.

Send all materials in one email to [csmoffice@cbservices.org](mailto:csmoffice@cbservices.org). Include "National Development Director – CSFN" in your subject line. **The application deadline is February 28, 2025.** Review of applications begins immediately, and the start date will be as soon as possible.

