



Chief Development Officer

St. Anthony Shrine

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BOSTON | NEW YORK

About St. Anthony Shrine

St. Anthony Shrine (the Shrine) is a center for Roman Catholic ministry in Boston, MA, directed by the Franciscan friars of Holy Name Province.

The doors of the Shrine boldly proclaim, 'All Are Welcome', reminding all of the central focus of the Shrine's ministry that has remained constant for over 70 years: providing a convenient and prayerful setting for people desiring to praise and worship. The Shrine currently offers 24 weekly Masses and 19 hours of confession. Inspired by the enduring legacy of St. Francis of Assisi, the friars and the lay people of the Shrine strive to live out the Gospel of Jesus Christ with all people, by caring for our brothers and sisters, especially those most in need. In preaching, prayers, adult formation, and spiritual counseling, the Shrine fosters Christian discipleship "in the marketplace" by reaching out and welcoming people to deepen their relationship with God and with one another.

In addition to the Masses, the Shrine has over 20 outreach and evangelical ministries, managed and supported by 26 Friars and 35 lay staff members. These include:

- **Father Mychal Judge Recovery and Counseling Center:** A substance abuse counseling and retreat ministry for individuals and families as they journey toward recovery from addiction. The Center offers individual or group substance abuse counseling, and also pastoral support and assistance for individuals seeking to complete Fifth Step work. There are also recovery retreats for 12 Step groups covering various topics including recovery spirituality, mindful meditation, and relapse. The Center also has additional services for people not in recovery: psychotherapy for people experiencing anxiety, depression, loss, family crisis, and other mental health and emotional issues. Therapy is offered through couples counseling, family counseling, and individual counseling.
- **The Lazarus Ministry:** Providing proper and dignified burials and funerals for those who die homeless, abandoned, or with no known next-of-kin. The Lazarus Ministry does not discriminate and has served many people of different religions, recent immigrants to the United States, and homeless veterans.
- **The Franciscan Food Center:** The Center feeds people who are hungry by providing high-quality and nutritious food in a client-choice setting and creating a community in an environment of dignity, compassion, and respect.
- **LGBTQ+ Spiritual Ministry:** A community of faith where LGBTQ+ Catholics, as well as their family and friends, can explore and express their Catholic spirituality and grow in hope with one another. The Ministry includes monthly meetings along with scheduled days/evenings of prayer and reflection, social events, and guest presenters.
- **Women's Clinic:** In partnership with the Boston Health Care for the Homeless Program and supported by the Cummings Foundation, the Clinic serves the complex health care needs of homeless women in Downtown Boston. The Clinic is staffed by a nurse practitioner, a registered nurse, and a licensed drug and alcohol counselor.



Employees of St. Anthony Shrine share and embody the Franciscan values of service, humility, peacemaking, contemplation, and collegiality in the workplace.

About the Opportunity

The Shrine is the beneficiary of a very generous and loyal donor base. Total philanthropic revenue is in the annual range of \$4.5-\$5 million through the support of more than 8,000 donors. Key revenue streams include direct mail, an annual gala, raffles, and individual giving. There is significant opportunity to grow and diversify revenue from an already committed donor base.

Reporting to the Executive Director, the Chief Development Officer (CDO) is a strategic fundraising advisor to the Executive Director and is responsible for identifying and developing strategic partnerships and opportunities that will advance the mission of St. Anthony Shrine. This includes coordinating relationship building to raise the profile and involvement of St. Anthony Shrine within the Greater Boston business community, city, and state government, as well as with key Catholic and non-Catholic philanthropists; ever mindful to advance the mission and to build a culture of philanthropy.

The CDO inspires, motivates, and engages individual and institutional prospects and donors to make impactful gifts, developing and managing a portfolio of 100+ prospects with the capacity to make five-plus-figure gifts, and creating and executing innovative cultivation and stewardship activities.

The CDO participates in strategic planning and budgeting initiatives in addition to problem solving, and works within the guidelines, policies, and mission of the Shrine. The CDO will manage a staff of three.



Key Responsibilities

Leadership

- Lead the organization, its members, donors, and community stakeholders to foster a culture of philanthropy for the Shrine.
- Identify strategic organizational initiatives to meet program funding, in collaboration with the Executive Director and Department/Ministry Directors, i.e., Franciscan Food Center, The Rita A. DiMento Medical Clinic, Father Mychal Judge Recovery Center, etc. as well as capital funding such as the generator, lobby doors and security, lobby renovation, etc.
- Create and sustain a volunteer Advisory Council, to work in collaboration with the Executive Director through service on such subcommittees including: Mission, Philanthropy, Marketing and Communications, etc. similar to the existing Finance Committee. Manage the volunteer leadership of this advisory group and strive to engage volunteer leaders and prospects in programmatic areas.
- Represent the Shrine at community events with donors, corporations, foundations, and government entities to create greater community awareness of the Shrine.
- Provide guidance and coaching to the Executive Director and Guardian in the art/skill of cultivation, soliciting and stewarding Major, Leadership, and Planned Gifts.
- Provide professional expertise and direction in all aspects of fundraising to key leadership volunteers and employees.
- Collaborate with the Manager of Marketing and PR to strategize and develop key messages.

Fundraising

- Identify, pursue, and cultivate strategic relationships and partnerships with individuals and entities designed to advance the mission and vision of the Shrine, particularly in the area of soliciting major gifts.
- Manage and support the Director of Stewardship in the planning of the annual Franciscan Dinner and Pope Francis Award event with a \$2 million fundraising goal.
- With the support of the Director of Development Marketing & Operations, manage the donor pipeline including identifying, qualifying, cultivating, and soliciting Major Gift and Planned Giving prospects for the Shrine's fundraising priorities and stewardship activities, while providing timely reports on activities.
- Work with the development staff and select St. Anthony's staff and volunteers to identify public, private, and corporate foundations to support the mission. Research, plan, and submit each proposal, and follow-up with all grant reporting to the business office and to the funder.
- Work with development staff and Director of Marketing & Operations to create appropriate materials for fundraising activities and ensure fundraising dollar goals and deadlines are met.
- Serve as Prospect Manager for the Executive Director's portfolio of prospects.
- Create a Planned Giving Program with an initial objective of establishing a legacy society for donor participation, recognition and stewardship.



Management

- Manage a staff of four including a Director of Stewardship, a Director of Development Marketing & Operations, and a Gifts and Records Processor.
- Work cooperatively with all other departments of the Shrine in order to enhance the Shrine's public image, raise the Shrine's public profile and encourage donor and volunteer engagement.
- Contribute to fostering a culture of philanthropy at the Shrine.
- Work in a collegial manner with employees and friars, in a manner that is consistent with our Franciscan Values in the Workplace.

Key Qualifications

- 7-10-plus years of development experience in a nonprofit organization with a demonstrated track record of major gift fundraising - exposure to planned giving an asset.

- Ability to identify and leverage connections within the constituent base, the Shrine community, and Greater Boston to support the Shrine’s mission.
- Demonstrated ability to build a culture of philanthropy within an organization.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve problems, follow through, and manage multiple priorities to ensure goals are met in a timely manner.
- Ability to inspire and motivate a team to new levels of performance and success. Create positive forward-thinking environment.
- Strong analytical, organizational and communication skills
- Experience working with a culturally diverse workforce and constituencies; excellent human relations skills.
- Interest in the mission of St. Anthony Shrine

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

To express interest, please submit your cover letter and resume in confidence [here](#).

For more information, please visit www.developmentguild.com.

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For more information about St. Anthony Shrine, please visit stanthonyshrine.org.

About Development Guild DDI

For 45 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. We have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client’s particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

