



We, the Franciscan Sisters of Little Falls, Minnesota, are beginning a search for a **Development/Community Relations Director**. The director values and communicates the mission, vision, and strategic directions of the Franciscan Sisters of Little Falls (FSLF), with its internal and external constituents. The director is responsible for providing leadership and executive direction for the development, public relations, and marketing of the Congregation. The director integrates development, communications, and grant-writing as the Community Relations/Development (CRD) department works within the FSLF structure and the Church and civic communities in which they serve.

We are searching for someone who would find it meaningful to journey with us and support us to continue to respond to the needs we see around us in our world.

WHO ARE THE FRANCISCAN SISTERS OF LITTLE FALLS, MN?

We are a Roman Catholic congregation of 72 women religious of the Third Order of St. Francis of Assisi. We walk in relationship with Associates, an intergenerational group of people who want to know and live the Gospel life as Francis and Clare of Assisi modeled for us. We dedicate ourselves to living joyfully through the Franciscan value of ongoing conversion through which flows contemplative prayer, living simply in God's generosity and serving others, especially those living on the margins.

We are committed to a life of prayer, simple living, and service to those in need. We are dedicated to promoting human rights, building community wherever we live, and healing the sources of Mother Earth's wounds.

DO OUR VALUES RESONATE WITH YOURS? WE ARE IN SEARCH OF A PERSON WHO:

- Would enjoy ministering in a mission-focused community of women religious and our employees.
- Would be responsible for the creation and implementation of a comprehensive development program to secure the financial resources required to support the mission and ministries of the Franciscan Sisters of Little Falls.
- Creative and organized to oversee the publication of internal communications; publishes the *Our Journey* magazine.
- Enjoy effectively managing and prioritizing multiple simultaneous projects and tasks.
- Curiosity to learn Franciscan values and challenged to put these into practice.
- Value teamwork and building a caring community in the workplace.

TO APPLY OR LEARN MORE

1. Candidates are strongly encouraged to apply as soon as possible.
2. To be considered, please submit:

- ☒ A cover letter answering the following questions:
 - Why are you drawn to this position?
 - How do your values intersect with the values of the Franciscan Sisters and their employees?

- Please give examples from previous ministries to show lived experience of communications, public relations, fundraising strategies, donor relationships.

☒ Resume or CV

☒ **Please submit cover letter with your resume or CV** to: Amy Scholl, Human Resources, Franciscan Sisters, 116 8 Avenue SE, Little Falls, MN 56345. email: amys@fslf.org; fax: 320-632-0666.

☒ Questions, contact Amy at: 320-632-0621

Benefits begin the first of the month following start date. Benefits include health, dental, vision, and life insurance; vacation, sick, holiday pay; 403(b) retirement; free membership to St. Francis Health & Wellness.

Hours per week: 40 – Full-time, salaried exempt position

Annual salary: \$75,000 - \$90,000 based on experience and background

Job Description

TITLE: Director

DEPARTMENT: Community Relations/Development

SUPERVISOR: Chief Operating Officer

DATE: September 2025

A. Description of Role

The director values and communicates the mission, vision and strategic directions of the Franciscan Sisters of Little Falls, Minnesota, with its internal and external constituents. The director is responsible for providing leadership and executive direction for the development, public relations, and marketing of the Congregation. The director integrates development, communications, and grant-writing as the Community Relations/Development (CRD) department works within the FSLF structure and the Church and civic communities in which they serve.

B. Overview of Responsibilities

1. Knows and demonstrates the Franciscan Values while performing all job functions: respect, open communication, hospitality, and compassion. Demonstrate values with sisters, staff, volunteers, donors, visitors, and the public.
2. Upholds and fulfills mission and philosophy of Franciscan Sisters of Little Falls, Minnesota, in all areas of communications and public relations, whether written, spoken or observed.
3. Responsible for the creation and implementation of a comprehensive development program to secure the financial resources required to support the mission and ministries of the Franciscan Sisters of Little Falls.
4. Proficient in Donor Perfect with working knowledge to receive and enter donation data, generate thank you letters and financial reports.
5. Creates, organizes, and oversees annual and on-going donor activities (i.e., Memorial Appeal, Christmas Appeal; Donor Day; Give to the Max campaign, food fundraisers, special events; and

major appeals) in consultation with the Chief Operating Officer (COO).

6. Oversee the publication of internal communications: namely *Community News*.
7. Publishes *Our Journey* magazine – collaborates with the *Our Journey* editor and graphic designer to plan content and focus of each issue, serves as a contributing writer/editor/proofreader.
8. Oversee management of the FSLF websites and social media in conjunction with the multimedia and publications staff and outside vendors.
9. Supervises and interacts with CRD staff members to ensure an efficient, effective work environment where all people are treated with respect.
10. Confers with the COO to formulate Community Relations goals in relationship to development and communications needs of FSLF. To maintain an effective role in the organization, the director actively participates in and reports monthly on CRD activities to the COO and the Leadership Council.
11. Develops, implements, evaluates, and updates Community Relations policies and budget in consultation with the COO and CRD staff.
12. Coordinates, involved in and evaluates all FSLF public relations activities (i.e., social media, newsletters, posters, news releases, radio presence, other) to maintain the continuity of message and the integrity of the organization's image.
13. Actively participates in FSLF meetings as requested.
14. Demonstrates an inclusive leadership style within the middle management of the FSLF organizational structure and within the CRD departmental structure.
15. Facilitates monthly CRD all-staff meetings and other meetings as needed.
16. Meets regularly with Major Gifts/Planned Giving Coordinator to oversee and contribute to the cultivation of and on-going relationships with donors and grantors.
17. Works with CRD staff, COO, FSLF Leadership, sponsored ministries' personnel, and individual sisters to discuss and research funding potential on an on-going basis.
18. Research corporate, foundation and individual granting possibilities, send letters of inquiry, apply for grants, write proposal narratives. Organizes and maintains grant files, timelines, correspondence with funders.
19. Writes and updates case statements and all other appropriate documentation for the Franciscan Sisters and their sponsored ministries.
20. Prepare necessary reports, annual information for budget preparation and statistics for annual report.

21. Maintains confidentiality of donor information and development finances.
22. Actively participates in the Little Falls civic community to maintain/increase the visibility of the FSLF presence and interest in both the community and its citizens.
23. Maintains membership in national organizations and other organizations, as deemed appropriate.
24. Regular attendance and punctuality are essential to the position. Various tasks are required to be completed at specific times.
25. Performs other duties as assigned by supervisor.

C. Knowledge, Skills & Abilities:

1. Bachelor's degree or equivalent experience in nonprofit management, communications, development, or related field, master's degree preferred. Additional certifications and/or ongoing fundraising education a plus.
2. Prior experience in planned giving, major gifts, direct mail, special events, memorials and memorial gifts, in-kind contributions, and grants.
3. Proven expertise in fund development, strategic planning, and project management
4. Strong leadership skills; ability to foster collaborative relationships; initiative-taker; team player, utilizing a collaborative style of decision making.
5. Ability to clearly articulate development and communications recommendations in consultation with FSLF Leadership to write and implement a strategic plan.
6. Outstanding communication skills, both verbal and written. Ability to write in an engaging, compelling, and persuasive manner.
7. Presentation/public speaking skills and the ability to effectively articulate the mission and needs of the Franciscan Sisters of Little Falls in a meaningful way.
8. Strong organizational, detail-oriented, time management and critical thinking skills
9. Personal integrity, sound judgment, and commitment to ethical principles
10. Preferred - knowledge of Catholic fundraising and culture or willingness to learn.
11. Experience in sound financial practices, including budget and fundraising analysis.
12. Computer proficiency with electronic mail, internet, office software, and large donor database.
13. Must be willing to travel to meet with donors, attend meetings/events, interface with sisters and handle development in each area. Valid driver's license required.

E. Performance Requirements

1. Physical Demands: This position is multi-faceted as it relates to physical demands. Office management, attendance/participation at meetings and the need to use a computer/camera require on-going fine-motor, audio, and visual skills. FSLF, Church, civic and national organizational involvement requires driving ability and the willingness to travel.
2. Aptitudes: Ability to manage and model working within a multi-faceted team structure is required. Verbal and written communications with donors, professional peers, FSLF members and associates, co-workers and the public are required. The ability to work within a budget, while demonstrating FSLF stewardship values, is required. A public presence that represents the Franciscan Sisters of Little Falls, Minnesota, is required. Visionary skills are required to create, implement, and evaluate the details of department management and goals to service the needs of the Congregation.

3. Temperament: An outgoing, articulate working style is necessary to balance the demands of the position. Flexibility and clarity of goals and responsibility are needed when prioritizing daily and long-range tasks. A willingness to be a member of a team that can model interdependence will facilitate a dependency of quality and dedication among the staff.

F. Non-Performance Requirements

Promotion from: No formal line of promotion.

Promotion to: No formal line of promotion.

Staff supervised: All CRD staff members.

G. Scope

The above descriptions generally reflect the guidelines necessary to define the primary functions of the position. The above statements shall not be construed as a detailed description of all the work requirements that may be required for the position.