



## JOB DESCRIPTION

### St. Anthony Shrine

**Job Title:** Assistant to the Chief Philanthropy Officer

**Department:** Development

**Reports to:** Chief Philanthropy Officer

**Location:** St. Anthony Shrine  
100 Arch Street  
Boston, MA 02110

**FLSA Status:** Full-Time, Non-exempt

**Hours:** 8:30am – 4:30pm Monday-Friday

**Prepared Date:** May 10, 2022

**Approved by:** Fr. Tom Conway, OFM

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#### INTRODUCTION

St. Anthony Shrine is a *prophetic Franciscan Catholic community welcoming all people through prayer and outreach*. It is the responsibility of the **Assistant to the Chief Philanthropy Officer** to work in accordance with this Mission.

St. Anthony Shrine, the “Church on Arch Street” is a center for Roman Catholic ministries in Boston, MA, staffed by the Franciscan friars of Holy Name Province. The central focus of the Shrine’s ministry has remained constant for 75 years: providing a convenient and prayerful setting for people desiring to praise and worship our God – currently through 24 Masses per week, as well as an extensive schedule for the Sacrament of Reconciliation. The Shrine also has a variety of outreach ministries.

All are welcome. St. Anthony Shrine serves a diverse population in both corporal and spiritual ministries.

#### SUMMARY OF POSITION

The Assistant provides administrative and logistical support to the Chief of Philanthropy. In this role, the Assistant will assist in the implementation and coordination of all aspects of administrative and organizational needs associated with the Chief of Philanthropy’s duties and responsibilities. This position involves contact with internal and external stakeholders, including but not limited to donors, volunteers, Shrine employees, and community leaders.

#### PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

1. Administrative and Organizational support to Chief of Philanthropy.

2. Manage projects with several variables, set realistic deadlines, manage a timeline to reach deliverables.
3. Manages and coordinates all scheduling of COP's committee meetings - in-person or virtual.
4. Assists with reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
5. In collaboration with the COP create and manage a stewardship plan for COP and ED's portfolio of donors and prospects. Research demonstrates that personalized stewardship for first-time donors correlates very highly with repeat gifts and increased giving.
6. Manage acknowledgement letters to donors whose gifts are \$1,000 + in a timely manner (3 -5 business days).
7. Conducts basic prospect research to support and help create cultivation plans for prospects and donors.
8. Gain an understanding of the steps necessary to create, develop and manage a stewardship plan for COP and ED's prospects to ensure donor engagement.
9. Grow into a role of responsibility for managing a portfolio with a potential of 25-50 mid-level donors to steward and qualify for giving potential.
10. Welcome benefactors and friends by greeting them, in person or on the telephone. Answers and directs inquiries.
11. Maintains confidentiality of frequently sensitive information by keeping information confidential.
12. Provides logistic support for COP as it relates to fundraising activities (events, meetings) and the *Franciscan Dinner and Pope Francis Award*.
13. Collaborates with members of the Development and Operations team.
14. Prepare materials for committee meetings including agendas and coordinating support and information flow for effective meetings.

## **ADDITIONAL RESPONSIBILITIES**

In addition to the tasks outlined above, it is a requirement of the **Assistant to the Chief of Philanthropy to:**

1. 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.
2. Contribute to fostering a culture of philanthropy at the Shrine.
3. Work in a collegial manner with employees and friars, in a manner that is consistent with our Franciscan Values in the Workplace, which are: service, humility, peacemaking, contemplation and collegiality.

## **REQUIRED QUALIFICATIONS**

1. Experience coordinating projects.
2. Ability to analyze information for the purpose of coordinating and planning activities and solving problems.
3. Experience interpreting guidelines to achieve desired results.
4. Experience working with donors, volunteers, the public, and/or all levels of staff.
5. Strong organization skills, accuracy, and attention to detail.
6. Experience managing the schedule and contacts of a senior leader.
7. Experience with Raiser's Edge/Blackbaud database management a plus.
8. Excellent oral communication and interpersonal skills.
9. Excellent data and computer skills, particularly with the Microsoft Windows suite of products – Word, Excel, PowerPoint.
10. Detail-oriented with excellent organizational and analytical skills.
11. Strong initiative and ability to anticipate, multitask and prioritize without direct supervision.
12. Demonstrated ability to complete tasks in a timely manner and under the pressure of tight deadlines and to work both independently and as part of a team.
13. Ability to handle confidential and sensitive information with discretion.
14. Mature interpersonal style and ability to interact well with a diverse group of internal and external stakeholders.
15. Experience working in or with a nonprofit and/or philanthropic organization desired.

## **ADDITIONAL REQUIREMENTS**

1. Able to sit at a computer for extended periods of time.
2. Able to work evenings, weekends and holidays as needed.
3. Work well with a diverse group of employees, Friars, volunteers and vendors.
4. Be punctual and able to meet deadlines.
5. Maintain confidentiality.
6. Be flexible and demonstrate sound work ethics.
7. Be respectful, honest, trustworthy and possess cultural awareness/sensitivity.

## **EDUCATION AND/OR EXPERIENCE**

1. College degree preferred and minimum of 3 years experience as an executive assistant with a high level of diplomacy, discretion and confidentiality.
2. Experience in a fundraising a plus.

## **PHYSICAL DEMANDS**

The Special Assistant to the Chief of Philanthropy will spend time sitting in front of a computer doing repeated tasks.

## **WORK ENVIRONMENT**

Professional office in a business/residential religious building. This is an onsite position.

## **HOURS**

40 Hours per week Monday through Friday 8:30am – 4:30pm. In the office 100% onsite.