

Development Officer: Coordinator of Campaigns, Grants, & Appeals

People all over the world are dying every day without knowing the love of Jesus. At Family Missions Company (FMC), we address this by sharing the Gospel, serving the poor, and making disciples across the globe. When we make real friends with the poor, lives are transformed, hope is restored, and the Kingdom of God grows.

This position is an extraordinary opportunity to support FMC's mission by growing revenue from fundraising & marketing campaigns, grant writing, and parish & diocesan appeals. The Coordinator must be highly energetic, organized, familiar with FMC's mission (or willing to learn), and passionate about representing FMC to various organizations and groups locally and nationally. This role will report to the Director of Mission Advancement. Ideally, this position will be based out of FMC's office at Big Woods Mission south of Abbeville, Louisiana, but remote applicants will be considered.

PRIMARY RESPONSIBILITIES

As part of the Mission Advancement team, the Coordinator will work to secure the financial resources needed to fund and expand FMC's mission. This role will include creating content for use across all of our print, audio, and digital channels, networking with and applying to foundations, and building relationships with mission-minded pastors and bishops.

OTHER RESPONSIBILITIES

Fundraising & Marketing Campaigns (25%)

- Write copy in accord with FMC's brand guidelines for our fundraising & general marketing campaigns, both digital and print.
- Manage relationships with print vendors and ensure the needs of each are met prior to submitting FMC's print materials.
- Create and send campaign emails through Emma.
- Work collaboratively across FMC's departments to align campaign messaging with our greater mission.

Grant Management (60%)

- Conduct extensive research to uncover new grant opportunities from a wide range of sources, including foundations, corporate philanthropy, government entities, and other grant making organizations.
- Write persuasive, clear, and compelling letters of interest and grant proposals tailored to each potential funder. This involves developing a deep understanding of each funder's priorities and aligning FMC's messaging with those priorities.
- Prepare and submit detailed grant applications, ensuring all required documentation is included and presented professionally.
- Manage the grant reporting process to ensure all funders receive timely and accurate reports. This includes staying informed of all grant compliance requirements and ensuring FMC adheres to these standards.
- Keep and maintain detailed records, including a calendar, of all grant-related activities and relationships, and renew applications annually.

- Organize & participate in site visits with our current & prospective partners, as well as individual philanthropists, ensuring they are informative and inspiring for our visitors.

Appeals (15%)

- Seek opportunities within U.S. dioceses & parishes for FMC's staff & missionaries to speak about our mission and to seek new financial partners, with a special emphasis on those that are geographically proximate to FMC's office or those who already know FMC and/or our missionaries. This is particularly important in the early fall months preceding World Mission Sunday, which is always celebrated on the penultimate Sunday of October.
- Research and secure speaking engagements at major events and conferences that would be effective for identifying new financial partners.

Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

The ideal candidate will be industrious, motivated, capable of working independently but also a great teammate, an excellent communicator, highly organized, and possess the following qualities:

- Practicing Roman Catholic in good standing with the Church.
- Has strong, personal alignment with FMC's mission to share the Gospel, serve the poor, and make disciples of all nations.
- Possesses the Core Values of FMC and a desire to grow in them.
- Possesses a desire to join in FMC's prayer and community life.
- Possesses a humble, coachable spirit and is eager to receive feedback.
- Passionate about sharing FMC's mission and building trusting relationships with people within FMC and beyond.
- Takes joy in working as a servant-leader and pursuing excellence in work.
- Trustworthy with confidential FMC and partner information.
- Ability to deliver clear and compelling content in many forms—written, verbal, visual—to diverse audiences.
- Enjoys a high volume of phone & email work, engaging with potential partners as often as possible.
- Possesses superior organizational, project management, and time-management skills to ensure the successful execution of work with often competing deadlines.
- Experience with Google Workspace (e.g. Drive, Docs, Sheets, Meet, Slides, etc.).
- Experience with Salesforce (preferred).
- Willingness to travel.

COMPENSATION

As full compensation for all services provided, the employee shall be paid a salary of \$5,000.00 each month for full-time office hours as outlined in FMC's Policy and Procedures Manual. Such payments shall be subject to such normal statutory deductions by FMC.

Compensation at the aforementioned rate will be dependent upon the Coordinator successfully fundraising his/her salary. FMC staff in self-funded roles fundraise their entire economic footprint at FMC, including any payroll taxes or other expenses.