



# ST. MICHAEL'S ABBEY

EVER ANCIENT, EVER NEW

## Chief Advancement Officer Silverado, CA



*Ad omne bonum opus parati  
Prepared for Every Good Work*



# The Organization

## A Monastic Community

St. Michael's Abbey is a special place: a sanctuary where Norbertine clerics of the Catholic Church live a devout monastic life that supplies the foundation for an equally active and engaged ministry. The Norbertine Fathers consecrate the entire day to God by contemplating his words and singing his praises—rising early for pre-dawn prayer, closing the day in silent contemplation, and living a communal life as brothers in Christ. This enduring tradition allows the Fathers to become what St. Thomas Aquinas called conduits of grace—those who take what they have received in contemplation and share it with others. The priests of St. Michael's give witness to God's grace in more than 30 local parishes and through their retreat ministry through the U.S., Canada, Europe, and the Philippines.



## Education and Community Service

The Abbey's primary form of religious ministry is its operation of St. Michael's Preparatory School, the only boarding school to rank among the top 50 Catholic high schools in the U.S. The School boasts a teacher/student ratio of 1:4 and sends one hundred percent of its graduates on to institutions of higher learning. Each year, the School's junior class travels to Rome for two weeks, where students have a whirlwind experience of discovery, education, and spiritual understanding.



In addition to serving as teachers, coaches, and counselors in the Preparatory School, St. Michael's priests provide on-call chaplains to area hospitals, staff two elementary schools and a Catholic high school in the South Bay, and offer mass and confession for imprisoned populations, with a special focus on juveniles.





# The Opportunity

St. Michael's Abbey's motto—Prepared for Every Good Work—flows from a tradition dating back more than 900 years. The Abbey is devoted not only to tradition, but to the capacity of tradition to transform the present; not only to sheltered sanctuary, but to a contemplative engagement of modern education and worldly curiosity. This delicate balance shapes every element of the Abbey's fundraising, which is thoroughly imbued with passion for the Abbey's mission even as it has begun to professionalize and grow. The new Chief Advancement Officer will maintain this balance while building on the Abbey's progress over the last 2 years and accelerating its scale and pace.

## Closing the Campaign, Opening an Advancement Office

Founded almost 65 years ago by seven Hungarian priests fleeing a repressive Communist regime, St. Michael's Abbey has thrived through periods when the Catholic Church has often struggled to recruit new priests. Yet the current abbey campus has already reached the end of its effective life. St. Michael's has worked with fundraising consulting firm CCS for the last 2 years to design the most ambitious fundraising campaign in its history, a \$120M campaign to create a new abbey to serve as the culmination of the dream of those seven priests. The campaign, still in its silent phase, has exceeded its goals and raised \$56M to date. The campaign will enter its public phase when it has reached a target of \$96M. To ensure fiscal discipline, above-ground construction of the abbey's new site will begin then as well. In the meantime, plans for the new abbey have been approved and the land continues to be prepared.

The new Chief Advancement Officer will work to close the capital campaign while simultaneously establishing an advancement office that can generate sustainable annual revenue of approximately \$15M. The new program will lay the groundwork for a future capital campaign to support the St. Michael's Preparatory School and to build an Abbey endowment.



## The Fundraising Team

The Abbey's fundraising team will continue to bridge tradition and modernity, as its new lay fundraisers will collaborate closely with the Abbey's Fathers, who serve as its Major Gift Directors and make all direct solicitations, both for and outside the campaign.



# The Responsibilities

Reporting to the Vicar for Advancement, the Chief Advancement Officer (CAO) serves as the professional leader and coach to the Abbey community for its expanding fundraising and communications programs, working with Abbey and volunteer leadership to ensure that this expansion continues to support Abbey priorities. The CAO will take the lead on coordinating the Abbey's work with CCS consultants and completing the \$120M Capital Campaign, while simultaneously establishing a new advancement office that can undertake a diverse set of ongoing fundraising initiatives. The CAO is responsible for assembling and leading a professional advancement team, steering the development of an integrated set of comprehensive fundraising strategies, and crafting policies and practices to ensure the effectiveness of development initiatives.

## Specific responsibilities include:

- ❖ Understand and passionately embrace the mission, history, values, culture, and procedures of the Norbertine Order.
- ❖ Establish and lead a comprehensive advancement program with a multi-year plan that includes annual giving, major giving, planned giving, special events, publications, and electronic media.
- ❖ Provide vital guidance on strategic and operational planning, with the objective of diversifying funding, expanding the donor base, and developing an effective moves management process.
- ❖ Perform ongoing evaluations of the Abbey's internal and external environment to design and implement short- and long-term fundraising plans and programs, ensuring mission alignment.
- ❖ Formulate and implement a moves management process that ensures follow-up, recognition, and appreciation for donors of all types and at all levels of support.
- ❖ Develop policies and procedures for the creation and maintenance of reliable and confidential donation records.
- ❖ Personally participate in major gift and annual fund prospect cultivation and solicitation; maintain a portfolio of prospects for personal solicitation.
- ❖ Provide training, guidance, and support for the Abbey priests who make major gift solicitations.
- ❖ Build a high-quality advancement team and provide strong leadership to ensure it exceeds its goals and becomes an employer of choice in the region.
- ❖ Support the work of the Vicar for Advancement in staffing the Foundation Board.
- ❖ Staff the Development Committee and the Nominating Committee of the Foundation Board.
- ❖ Coordinate and facilitate the Abbey's work with CCS consultants, including especially the Capital Campaign Director.
- ❖ Collaborate closely with volunteer leadership to facilitate Abbey initiatives.
- ❖ Coordinate with the Chief Financial Officer and other Abbey personnel to advance Abbey priorities.







# The Candidate

The ideal Chief Advancement Officer will be able to balance a range of skills and demands. The CAO will have a genuine respect and passion for the nobility of St. Michael's Abbey's mission while bringing a professional eye to its fundraising operation. S/he will have the breadth and depth of knowledge needed to close a \$120M capital campaign while also establishing and building an advancement office capable of supporting a diverse fundraising program. The CAO will be comfortable doing this work in a complex giving environment, in which the professional fundraising staff will work closely with CCS consultants and will support the cadre of priests who take a lead role in cultivating and soliciting donors. Within this environment, the CAO will be able to serve as trusted counsel to the Abbey's leaders and will be able to motivate a small organization to achieve a sophisticated and entrepreneurial fundraising culture that capitalizes on and accelerates the Abbey's record of growth.

## Specific Qualifications:

- ❖ Knowledge of and respect for the Catholic mission of the Norbertine Fathers; a personal Catholic background is useful but not required.
- ❖ A minimum of eight years of professional advancement experience in non-profit organizations.
- ❖ Experience successfully building a small fundraising program, including handling both strategic and day-to-day functions.
- ❖ Record of developing and implementing annual, major, and planned giving programs.
- ❖ Direct experience securing 6- and 7-figure gifts.
- ❖ Demonstrated success working on a major capital campaign.
- ❖ Exceptional interpersonal skills; ability to work with a diverse range of personality types and to motivate and guide them to participate in the fundraising process.
- ❖ Experience building positive and productive relationships with high-level and high-net-worth donors and volunteers.
- ❖ Knowledge of relational databases and of how to create, maintain, and analyze record-keeping systems.
- ❖ Ability to supervise and participate in the development of communications collateral, including publications and electronic media.
- ❖ Ability to provide effective leadership to varied audiences, including clergy, lay volunteers, staff, contract employees, and external consultants.
- ❖ Ability to plan, organize, and supervise complex work by a variety of team members and volunteers.
- ❖ Strong business and fiscal management skills sufficient to generate and manage a budget.
- ❖ Excellent verbal and written communications skills.
- ❖ Availability to work evenings and weekends according to event-related scheduling.
- ❖ Bachelor's degree required, graduate degree preferred.



# To Apply



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## **Chief Advancement Officer Silverado, CA**

Questions, résumés, and CVs should be sent  
to [search@driconsulting.com](mailto:search@driconsulting.com)

All first round interviews for this position will take place at Development Resources, *inc.* at 1820 N. Fort Myer Drive, Suite 702, Arlington, VA 22209, (703) 294-6684, or via telephone/video conference.

St. Michael's Abbey welcomes applicants of any race, color, and national or ethnic origin.



Search conducted by  
Development Resources, *inc.*  
[www.driconsulting.com](http://www.driconsulting.com)