

Position: Contract Advancement Director

Organization Overview

The Franciscan Central Archive (FCA) is a non-profit 501(c)3 organization. Its mission is to preserve, protect, and provide access to the records of its Franciscan entities for the purposes of research and knowledge through a collaborative repository that will carry the Franciscan charism and legacy into the future.

A technology rich archival facility will be constructed on property purchased from the Franciscan Sisters of the Sacred Heart in Frankfurt, IL. Key features of this construction would be:

- state of the art climate-controlled archival storage
- a reading room and lecture hall to support charism-based educational programs
- exhibition spaces for permanent and temporary displays
- digital collections to encourage access, engagement, and appreciation of the rich spiritual, educational, and social justice heritage of the Franciscan tradition.

About the Contract

The FCA is seeking to hire on contract an ambitious and proactive individual for the inaugural leadership role of Advancement Director (AD). The AD will work closely with the Board of Directors to shape FCA's strategic direction, oversee a capital campaign for building and endowment, drive fundraising and partnership efforts, and create the operational foundation for long-term impact.

To achieve FCA's ambitious fundraising goals, the ideal candidate will be a resourceful and entrepreneurial leader to identify, engage, cultivate, and solicit transformational donors across the United States. The successful AD will build and carry a portfolio of prospects with a goal to target, retain, and secure annual, major, principal, and planned gifts. The successful candidate will create and maximize opportunities for philanthropic revenue across member congregations, from philanthropists, trusts, foundations, corporations, and strategic partnerships. The ideal candidate will create a disciplined fundraising program, including processes and procedures, implementation of best practices, and strong data and donor stewardship.

Key Responsibilities

- Collaborate with the Board of Directors to provide strategic leadership and oversight of fundraising and communications, in alignment with the FCA mission.
- Promote FCA's mission and vision to critical external stakeholders, including government officials, funders, and other potential national partners to build and sustain these relationships.
- In conjunction with the FCA Advancement Committee and other consultants, coordinate overall capital campaign activities including timeline management, preparation of campaign materials, case statements, donor presentations, recognition proposals, and development of gift acceptance policies.
- Implement and manage donor relationship management software to process and acknowledge charitable donations and prospect development.

- Solicit and secure major gifts.
- Research and identify grant opportunities from foundations, corporations, government sources, and Catholic philanthropic organizations aligned with the FCA mission.
- Oversee letters of inquiry, concept papers, and compelling grant proposals for capital campaign support ranging from \$10,000 to \$1,000,000+.
- Engage with FCA member congregations to identify potential support from congregation members, associates, and alumni networks.
- Maintain grant calendar and tracking systems for submission deadlines, reporting requirements, and stewardship activities.
- Prepare interim and final reports for all activities for committee and board review.

Required Qualifications

- 5–7+ years of progressive leadership experience in nonprofit, education, business, or community-focused environments.
- Strong interpersonal relationship skills demonstrated in past success in fund development and community engagement with experience engaging donors, stakeholders, and external partners.
- Comprehensive knowledge of program planning, budgeting, administration, and grant development.
- Proficiency in grant research databases and online submission platforms.
- Familiarity with donor relationship management systems.
- Knowledge of ethical, legal, and tax implications involved in charitable giving
- Understanding of, and commitment to, professional fundraising ethical standards and donor bill of rights.
- Ability to work independently, and manage multiple deadlines, utilizing a variety of online technology platforms.
- Willingness and ability to travel nationwide, with primary focus in the Midwest, to cultivate donor relationships, engage with member congregations, and represent the FCA at key events.

Preferred Qualifications

- Experience with, or understanding of, faith-based organizations, preferably Catholic and Franciscan institutions.
- Knowledge of historic preservation, cultural heritage projects, and/or archival funding sources.
- Ideal candidates will reside in the Illinois area to facilitate in-person collaboration and team alignment. There is no relocation allowance.

Compensation and Structure

One year contract will be undertaken on a flat fee basis, with an “all-in” range of \$125,000 to \$150,000, to be paid by installments.

Routine administrative and incidental expenses, including printing and copying and long-distance telephone charges, will not be reimbursed and will instead be absorbed within the contract fee.

The FCA will provide teleconferencing services.

Expenses, such as mileage, meals and overnight accommodation require prior approval and will be facilitated or reimbursed. The FCA will follow federal guidelines for meals and incidentals, as well as lodging based upon submission of receipts. The IRS Standard mileage rates for vehicles and air fares will be applied.

The contract may be open for renewal or transition to salaried position.

Review of applications will begin immediately.

Email resume to FCArchive@franciscanway.org by March 11, 2026.

Anticipated start date for this role is mid-May, 2026.

EQUAL OPPORTUNITY STATEMENT

Franciscan Central Archives is an equal opportunity employer committed to building a diverse team. We welcome applications from all qualified candidates regardless of race, gender, age, religion, sexual orientation, or disability status. We particularly encourage applications from individuals with understanding of or connection to Catholic religious life.

CONFIDENTIALITY

All information shared during the review process will be kept confidential. Selected contractors will be required to sign confidentiality agreements regarding donor information and campaign strategies.

For more information about our mission and the congregations we serve, please visit www.franciscancentralarchive.org.