



MISSION DEVELOPMENT COORDINATOR

2024-2025 JOB DESCRIPTION

Job Title: Mission Development Coordinator

Department: National Office

Reports To: VP of People and Partnerships

Status: Regular, FLSA exempt, salaried MPD, full-time

Location: On site - Mendota Heights, MN

Last Updated: 04/29/2024

The Opportunity

This is a new opportunity at SPO to be a part of the team advancing new mission initiatives. Most of your time will be spent assisting the Director of SPO missions planning, executing and growing our SPO missions outreach. Additionally you will assist the VP of People and Partnerships coordinate our national partnership relationships and agreements and support culture at the national office.

Responsibilities

- 1. SPO Missions - 50%**
 - a. Plan, develop, recruit a team, and execute 1-2 mission trips per year
 - b. Attend Mission Director Training run by FOCUS Missions in January
 - c. Assist in standardizing SPO Missions - developing, writing, and troubleshooting SPO Missions manuals for Directors and Participants
 - d. Assist with overall mission trip recruitment, marketing and national promotion
 - e. Recruit external mission trip participants
 - f. Assist in donor cultivation and financial development
 - g. Engage SPO Chapters about local connections to the poor and national SPO Missions opportunities
 - h. Assist in developing a missions package for external parishes and Catholic groups
 - i. 2 hours per week invested in local service to the poor
- 2. Other Mission Development Support - 30%**
 - a. Partnerships administration and support
 - i. Craft new/renewal partner agreements in partnership with field leaders; and administration of ongoing agreements
 - ii. Assist in partner engagement & relationship building
 - iii. Assist VP of People and Partnerships to improve internal and external client satisfaction
 - iv. Assist Mission Development leadership day to day planning and coordination.
 - b. Provide support for new mission development initiatives
 - c. 1 hour per week prayer for Mission Development initiatives



3. Office Reception - 10%

- a. Oversee front desk - greet guests, provide incoming call support
- b. Assist with planning and administration of National Office prayer, masses, and team events
- c. Pursue opportunities to elevate National Office hospitality and culture in partnership with culture team

4. Personal Fundraising - 10%

- a. Identify and cultivate relationships with potential donors to generate the necessary funds to cover your own salary, as well as contribute to the overall fundraising efforts of the organization
- b. Maintain ongoing communication with donors to express gratitude, provide updates on the impact of their contributions, and foster long-term relationships

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to read, write, and speak English fluently is essential
- Experience with administrating events and programs
- Ability to travel to foreign countries
- Ability to plan and lead a team on mission in spiritually and physically demanding environments
- Ability to travel overseas and lead a team into physically and spiritually demanding environments.
- Previous international mission/service experience preferred.
- Former experience with domestic/foreign mission trips is preferred
- Experience with outreach to the poor is preferred

Education/Experience:

Minimum of a two year degree; Bachelor's degree or equivalent is preferred

Other Knowledge, Skills, and Other Abilities:

- Strong written and verbal communication
- Strong organizational skills with attention to detail
- Dependable, flexible, and proactive
- Maintains confidentiality and professionalism
- Committed to the work of evangelization and discipleship
- Live as a witness to authentic Catholic Christian discipleship through a life of regular prayer, active participation in the Sacraments, and behavior consistent with the moral teachings of the Church
- Campus ministry or university outreach experience, prior experience with SPO is preferred



- Previous experience in fundraising, sales, or equivalent is preferred

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, hear, and talk. The employee is regularly required to sit and type. Ability to lead a team on mission in spiritually and physically demanding environments with limited access to modern amenities. The role requires the ability to be ambulatory over varied terrain - walking for lengthy distances over rough or uneven ground and unpaved roads, climbing stairs, and engaging in moderate manual labor.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, and attending events. The work will be occasionally required to travel offsite to local mission sites, churches, organizations, and SPO chapters to pursue opportunities. Offsite travel will also include domestic and international travel to established and potential mission locations in a team environment. These locations will often be rugged, rural, or gritty in nature. Mission trips are in physically demanding environments with limited access to modern amenities.