



Oblate Service Corporation

Missionary Association of Mary Immaculate – USA

JOB OPENING

Donor Advisor – Charitable & Planned Giving

The Missionary Oblates of Mary Immaculate—a Roman Catholic congregation serving poor and abandoned people in the United States and more than 70 countries—invites applications for a **Donor Advisor** within our Charitable & Planned Giving Department. Our development offices in Belleville, Illinois, and San Antonio, Texas, support ministries that bring hope, compassion, and practical assistance to those most in need.

The **Donor Advisor** plays a critical role in advancing this mission by cultivating relationships with major-special donors, stewarding generosity, and securing significant gifts that sustain Oblate ministries locally and globally.

Position Summary

The Donor Advisor is responsible for developing and strengthening donor relationships within an assigned territory. This includes meeting donors, expressing gratitude for past support, and inviting them to consider major gifts, charitable gift annuities, bequests, and other planned-giving opportunities. The role requires periodic evening and weekend work and up to 30% travel within the continental U.S.

Key Responsibilities

- **Donor cultivation** — Engage major donors and prospects to support the Missionary Oblates' ministries.
- **Face-to-face visits** — Conduct annual in-person meetings with donors throughout the assigned territory.
- **Written stewardship** — Prepare professional letters and personal notes acknowledging gifts and nurturing ongoing relationships.
- **Milestone outreach** — Call donors for birthdays, anniversaries, holidays, and recent gifts to deepen engagement.
- **Visit Preparation** - Establish goals for each donor visit, i.e., educating donors on various Charitable and Planned-Giving vehicles, motivating them to support capital campaigns, asking for financial support, etc.
- **Post-visit follow-up** — Summarize visit outcomes, send proposal letters when appropriate, and coordinate acknowledgments from Oblate leadership.
- **Database management** — Maintain accurate donor records in both digital and hard-copy formats.
- **Gift planning education** — Educate donors on planned-giving options and capital campaign opportunities.
- **Travel planning** — Set up travel schedules/itineraries and estimated budgets in advance of trips to maximize the number of donors and prospects visited.
- **Internal collaboration** — Participate in team meetings, events, and professional development activities.
- **Reporting** — Complete weekly/monthly activity and expense reports.
- **Special projects** — Contribute insights, marketing ideas, and support for departmental initiatives.

Education & Experience

- Bachelor's degree or equivalent experience required.
- Minimum two years of fundraising experience.
- CFRE, CSPG, CGPA, CGPP, or similar credential preferred; willingness to pursue certification may be expected.

Skills & Qualifications

- **Understanding of the Catholic faith** and Oblate ministry.
- Excellent oral and written communication skills.
- Strong organizational skills and ability to work independently.
- Valid driver's license required.
- High motivation, enthusiasm, and relationship-building ability.
- Proficiency in Microsoft Office.
- Knowledge of planned-giving vehicles preferred.
- Bilingual (English/Spanish) preferred.

Work Schedule & Environment

- On-site presence required; hybrid schedule available after one year.
- Exposure to typical office conditions and varied home environments during donor visits.
- Travel up to 30%.

Interested candidates should send resume and salary requirements to:

Diann Donjon at ddonjon@omiusa.org or Magda Luevano at mluevano@omiusa.org

Employee referrals are welcomed.

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