

# Diocese of Sacramento

## JOB DESCRIPTION

<b>DEPARTMENT:</b>	<b>The Catholic Foundation</b>
<b>POSITION:</b>	<b>Donor Relations and Parish Services Manager</b>
<b>CATEGORY:</b>	<b>Exempt – Full Time</b>

**SUPERVISOR:** Executive Director, *The Catholic Foundation of the Diocese of Sacramento, Inc.*

**JOB SUMMARY:** Under the supervision of the Executive Director of The Catholic Foundation and working closely with the Associate Director, and the Department of Finance, the Donor Relations and Parish Services Manager is responsible for cultivating long-term relationships with major donors and implementing strategies that will build a strong base of ongoing support in an effort to advance the ministries of the Church.

### ESSENTIAL FUNCTIONS:

#### I. Primary Responsibilities:

Assist the Executive Director to identify, cultivate and solicit relationships within the Diocese of Sacramento that build good will, increase access to donations, and cultivate planned giving opportunities. Tasks include, but are not limited to:

#### Resource Development

- Relationship building and donor prospecting; implement strategies that strengthen long-term relationships with current and potential donors, pastors, parish leaders, and financial advisors
- Expand donor giving initiatives, major donor, small donor, legacy, and affinity outreach, etc.
- Target development support for priority projects, such as Newman Centers, etc.
- Work with pastors and donors to identify opportunities for giving opportunities at the diocesan and parish level

#### Parish Services

- Serve as a point of contact for Planned Giving initiatives, facilitating resources and expertise
- Responsible for working with donors, managing and tracking donor planned gifts, and communications
- Coordinate and present planned giving workshops at parishes and work with prospective donor leads to achieve their philanthropic goals
- Coordinate priest workshops and position the Foundation as a resource for parish and school gift facilitation

#### II. Secondary Responsibilities:

Assist the Executive Director in the development and coordination of communications and marketing initiatives. Work with pastors, parish staff and parishioners, providing the organizational and communications support necessary to meet Foundation goals and objectives.

**Communications and Marketing**

- Support communication and marketing projects on behalf of the Foundation, with specific emphasis on planned giving and parish services collateral
- Attend seminars, conferences, make presentations/provide support at special events, as needed

**Organizational Support**

- Provide staff support to the Foundation’s Planned Giving Committee
- Provide staff assistance to the Board of Directors, as needed
- Serve as a point of contact for parish and school development officers
- Work with Foundation and Finance staff to maintain donor records and filings
- Capture and maintain relationship building and donor prospect data in Raiser’s Edge

**Other**

- Maintain strict confidentiality at all times
- Perform other duties as assigned

**MINIMUM QUALIFICATIONS:**

- Capable of building strong relationships with individuals and organizations to advance the interest and mission of the Church
- Ability to understand the needs of stakeholders and articulate the purpose and goals of the Foundation
- Possess the personal qualities of integrity, compassion and empathy which encourage the trust and confidence of others
- Possess database management experience and familiarity with Raiser’s Edge
- Proficient in Microsoft Office, Excel and PowerPoint

**EDUCATION/EXPERIENCE:**

- College degree
- 3-5 years of professional work experience in relationship building or in related field
- Understanding of Catholic structures; Diocese, parishes and schools

**SKILLS/KNOWLEDGE:**

- Excellent written and verbal communication skills
- Ability to manage multiple projects
- Ability to work independently with minimum supervision
- Excellent interpersonal skills
- Can work under deadline pressures
- Comfortable working with community and parish (pastoral and lay) leaders
- Ability to attend meetings/events outside the office - including some weeknights and weekends
- Active and practicing Catholic

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SIGNATURE OF EMPLOYEE

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DATE

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SIGNATURE OF SUPERVISOR

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DATE