

Chief Development Officer – Archdiocese of Los Angeles Position Description

The Archdiocese of Los Angeles seeks an experienced development professional to serve as a Chief Development Officer (CDO) to elevate existing successful fundraising programs and develop new mechanisms of support to realize the full philanthropic potential of the Archdiocese in service to its large and growing Catholic community and essential institutions and programs.

About the Archdiocese of Los Angeles

Los Angeles is the largest Catholic community in the United States and arguably the most diverse – in terms of race, ethnicity, culture, economic status, and geography. The Archdiocese serves more than 4 million Catholics through 288 parishes in a territory larger than the state of New Jersey. The Catholic community is active and engaged in the life of Los Angeles – through its schools, neighborhoods, and civic life. We are deeply committed to living God’s word and sharing the Gospel throughout the world.

Archdiocesan parishes and Archdiocesan agencies provide charitable services to nearly 1 million people each year, most of them non-Catholic. The Archdiocese runs preschools and after-school programs; assisted living and senior facilities; and shelters for the homeless and domestic violence victims. The Archdiocese provides substance abuse and mental health counseling and runs anti-gang and neighborhood development programs. Over last 10 years, the Archdiocese has witnessed the baptism of nearly 70,000 infants each year.

The Archdiocese is proud of the 250 schools that serve approximately 80,000 young people, delivering the finest educational programs available. Approximately two-thirds of the children served by the Archdiocese come from minority households and nearly one-third come from families living below the poverty line, which allows the Archdiocese to reach some of Los Angeles’ most vulnerable and needy children with a strong Catholic education.

Our award-winning weekly magazine, [Angelus](#), and our daily e-newsletter, *Always Forward*, are recognized nationwide as essential reading for understanding today’s world from the Catholic perspective. We have a vital presence on social media platforms, such as Facebook, Twitter, and Instagram to reach Catholics on various platforms supporting a daily effort to live in God’s grace.

Under the leadership of Archbishop José H. Gomez, the Archdiocese has made a strong commitment to support meaningful and sustainable philanthropic growth. The Development Department was formally established two years ago with the creation of a Development Board comprised of leaders from throughout the city. Strategic hires have been made to support essential fundraising programs like the annual appeal – *Together in Mission*.

The Development Department also supports special campaign efforts, promotes and guides legacy and gift planning opportunities, and provides ongoing support and guidance to our parishes and schools. Looking ahead, plans are developing for a potential archdiocesan-wide campaign that will be among the largest archdiocesan efforts in the country, designed to raise support for capital projects in the parishes and archdiocesan priorities around outreach and vocations.

Looking to the future, the Archdiocese will continue to develop significant philanthropic capabilities aimed at building the capacity of the Archdiocese to support its essential ministries. It’s an exciting time to be a part of the Archdiocese of Los Angeles, especially in fundraising.

For more information on the Archdiocese of Los Angeles, please visit www.la-archdiocese.org.

About the Chief Development Officer (CDO) Position

The Archdiocese seeks an executive for the Chief Development Officer role to elevate existing fundraising programs and develop new mechanisms and sources of support to realize the full philanthropic potential of the Archdiocese in service to the large and growing Catholic community and its essential institutions and programs. Reporting to the Vicar General and Moderator of the Curia Fr. Albert Bahhuth, the CDO will work closely with Archbishop José H. Gomez, the Archdiocesan senior team, the Development Board, development team, bishops, pastors and parish staff, donors, and other key constituents to advance the Archdiocese's development goals.

The CDO will oversee, manage, and grow development programs and the development department, currently consisting of three development professionals as well as administrative staff. As an organizational leader and key convener of people and ideas, the CDO is expected to have exemplary interpersonal skills to effectively navigate a complex organizational structure, support multi-leveled fundraising initiatives and relationships, and maximize the Archbishop's time and fundraising effectiveness.

The CDO will establish department priorities and oversee, manage, and grow current and future fundraising programs and efforts and will play a key role in the conduct of a future archdiocesan campaign. The CDO will actively manage a donor portfolio by personally participating in cultivation, solicitation, and stewardship and will assist the Archbishop with an elevated portfolio of existing and prospective donors. As a member of the senior team, s/he will lead strategy and planning creating an organization-wide culture of stewardship, matching hearts with philanthropic opportunities within the Archdiocese. The CDO will be instrumental in helping to achieve the Archdiocese's aspirational objectives by working in close collaboration with the Archdiocesan leadership, setting the strategy for development efforts, and executing on that plan.

The CDO is a bold and imaginative thinker and a strategic yet 'hands-on' executive who will establish and lead a best-in-class development program. As a counselor to the Archbishop, s/he will couple a genuine passion for the mission of the Catholic Church in the Los Angeles area and deep and proven experience driving fundraising success to usher the archdiocese into a new era of fundraising. The CDO will enhance the Archdiocese's overall approach to advancement – one that creates a true culture of stewardship and accountability throughout the organization and improves and develops sustained success in contributed revenue. The ideal candidate has a bachelor degree, at minimum, and will be an expert in development, be a capable relationship-builder and communicator, be a change leader with strong execution skills, and be a faithful and committed Catholic with a passion for the mission of the Catholic Church, the principles of Gospel stewardship, and a heart for God's call in their life.

Key Responsibilities

- Plan, implement, and evaluate programs to encourage philanthropic support for archdiocesan organizations.
- Create, direct, and report on a 5-year strategic plan aligned with the vision of the Archbishop to guide the Archdiocesan-wide development efforts and prepare, obtain approval for, and manage annual budgets based on specific annual goals.
- Establish and maintain high visibility in the community at large to promote and make known the archdiocese and its mission.
- Identify, cultivate, recruit, train, and support Development Board members and Board committee members.
- Guide the Board and its committees through effective and informative meetings.
- Work with the Board to set meaningful, mission driven annual fund raising goals and monitor progress.

- Plan, design, and implement donor research and prospect management systems to identify leadership giving prospects/donors, providing accurate and detailed information necessary to cultivate prospects/donors in an appropriate and timely manner, and secure leadership and endowment gifts.
- Maintain and nurture the relationship between the Archdiocese and current and former contributors.
- Manage a portfolio of key leadership donors and prospects for the purposes of cultivation, solicitation, and stewardship.
- Coordinate prospect/donor meetings, establish protocols, and guide, prepare, advise, and participate in meetings with the Archbishop and other key leaders
- Select appropriate staff and manage Human Resources in a manner which ensures maximum utilization and creates a sense of collaboration, respect, and loyalty
- Manage financial resources prudently and effectively
- Plan and organize all tasks and resources in a manner which results in achievement of strategic goals and objectives.
- Work collaboratively with campaign staff and leaders in the successful implementation of an archdiocesan campaign effort.
- Provide regular reports to the Archbishop and the Moderator of the Curia and work collaboratively with Archdiocesan Senior Directors and staff.
- Establish communication procedures for donors and parishes.
- Lead efforts with Communication Department to design and implement a comprehensive marketing and positive publicity campaign aimed at highlighting the mission and work of the Archdiocese, parishes, and schools.
- Develop systems to identify, facilitate, and encourage volunteer leadership.
- Establish guidelines for high levels of donor appreciation including the creation of donor circles and donor appreciation events.
- Plan, develop, and oversee donor relations, including thank you and tax acknowledgements, pledge reminders, accountability reports and other appropriate activities.
- Partner with the leaders of the Catholic Education Foundation and Catholic Community Foundation to maximize fundraising efforts and initiatives.
- Coordinate outreach to and support of archdiocesan parishes, schools, and departments to advise, train, and guide “best practice” learning and execution in development, capital campaigns, estate planning, and major gifts.
- Recommend appropriate policies, procedures, and protocols regarding development in the Archdiocese to ensure the integrity of the data base (Raiser's Edge).

Please direct all inquiries, letters of interest, and resumes, to Chris Looney at ADLASearch@ccsfundraising.com.