

## **Director of Development – Diocese of Metuchen**

The Diocese of Metuchen encompasses four counties in central New Jersey - Middlesex, Somerset, Hunterdon and Warren - and serves a Roman Catholic community of more than 600,000 people.

Presently, we have an immediate opening available for a visionary Director of Development who is an experienced, highly-motivated, goal-oriented fundraiser with a proven track record. The Director of Development will create and implement a comprehensive development program to secure the financial resources required to support the ministries and programs of the Diocese of Metuchen which include Catholic Charities and Campus Ministry at the Catholic Center at Rutgers.

The Director is primarily responsible for creating fundraising strategies that increase support from individuals, corporations, foundations and other sources, and also plays a key role in identifying, cultivating, soliciting and stewarding major donors for capital, special projects and Bishop's Annual Appeal gifts.

### **Primary Job Responsibilities**

- Researches, develops and implements an in-memoriam and tribute giving program for use by parishes and schools in the Diocese.
- Plans, designs and implements a donor research and prospect management system which identifies leadership giving prospects/donors, and provides accurate and detailed information in order to cultivate donors in an appropriate and timely manner.
- Seeks philanthropic support through annual giving, direct mail, memorials, grants, special events, capital campaigns, planned giving and various other programs.
- Participates in top-level fund-raising activities, gift acceptance and recognition activities; cultivates effective relationships with current and potential donors.
- Provides oversight of the design, development and administration of the donor information system.
- Acts as a consultant to pastors, boards, principals and parish representatives regarding fundraising and grantsmanship.
- Plans and oversees the preparation and development of informational materials relating to all development activities.
- Performs other related duties as assigned.

The ideal candidate will demonstrate the following qualifications:

- Bachelor's degree
- Possess five to seven years of experience in a fund raising environment

- Certified Fund-Raising Executive (CFRE) and/or Advanced Certified Fund-Raising Executive (ACFRE)
- Experience in personally identifying, cultivating, soliciting and stewarding individual donors, corporations and foundation
- A successful track record of measurable results in organizing and implementing such activities as major gifts, annual appeals, grant writing, corporate and foundation giving, direct mail and special events
- Proven ability in managing people and budgets; ability to work in a hands-on, entrepreneurial environment
- Religious Requirement: Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and Church hierarchy

**Compensation:** Competitive salary and full benefits package

**Location:** Piscataway, NJ

**Environment:** Professional Office, non-smoking

Interested candidates should forward their resume to [hr@diometuchen.org](mailto:hr@diometuchen.org)

Or mail to: *Human Resources Director*  
Diocese of Metuchen  
PO Box 191  
Metuchen, NJ 08840-0191

\*\* Please note that due to the anticipated level of response, we will only contact those candidates who we are interested in pursuing.