



## ***DIOCESE OF JOLIET***

### **JOB DESCRIPTION**

**TITLE** Associate Director of Development  
**AGENCY** **Development Office**  
**SUPERVISOR** Chief Development Officer

#### **JOB SUMMARY**

The Associate Director of the Development Office is responsible for general oversight of the Catholic Ministries Annual Appeal, coordinating its logistics and guiding and encouraging parish leadership teams to conduct the CMAA annual appeal. This position includes responsibility for coordination with pastors and parish leadership teams; the diocese direct mail and major gift solicitation; and the Appeal's data management and stewardship of donors. Further, the Director of the CMAA coordinates with internal and external partners to ensure all aspects of the Appeal are well coordinated and effectively executed.

#### **DUTIES & RESPONSIBILITIES**

- Meets with pastors and parish leadership team members at annual informational meetings to prepare for the annual appeal.
- Provides pastors and parish leadership teams with resources and guidelines on essential tasks they must implement to achieve the parish's annual CMAA goal.
- Coordinates all written communications for the Appeal including solicitation and thank you letters to the homes in the diocese.
- In collaboration with the vendor, designs and submits campaign collateral material for approval ensuring effective CMAA branding and messaging for print, web contact and social media.
- Oversees the parish interface, direct mail and online contributions
- Oversees the CMAA Appeal staff, and works closely with the Development Office team members
- Oversees the entire campaign and donor engagement process from data management, record synchronization and training with parish leadership teams to communications, vendor services (mailing, fulfillment, gift processing) donor cultivation, recognition, and stewardship.
- Oversees tracking, analysis and reporting progress on a regular basis.
- Works with pastors throughout the year on the CMAA follow up issues
- Provides strategic guidance and effective planning to acquire new donors, enhance retention and recapture lapsed donors.
- Spends time cultivating the donors and being a steward for donor relations, requiring travel across the diocese when necessary.
- Directs the printing vendor and the hundreds of thousands of printed materials necessary to conduct the campaign.
- Assesses status of parish stewardship activities; works with parishes to develop a stewardship plan.

## **OTHER DUTIES & RESPONSIBILITIES**

- Other duties as assigned.

## **QUALIFICATIONS**

- Experience conducting annual appeal campaigns and success in fundraising from multiple donor channels.
- Capability for managing direct mail, digital and telemarketing campaigns.
- Ability to think strategically in all phases of the Appeal, from planning to execution so that the Appeal can improve over time and keep pace with changes in donors and the local environment.
- Ability to collaborate with other diocesan staff, pastors and parish leadership team members to help align donor interests with the mission of the diocese.
- Excellent written and oral communication skills.
- Effective team player with strong interpersonal, communication and customer service skills.
- Ability to handle multiple tasks under time sensitive deadlines.
- Ability to handle confidential and sensitive deadlines.
- Proficiency in the suite of Microsoft Office tools, including Excel, Word, Outlook, and Power Point.
- Knowledge and proficiency in the Amergent Portfolio relational database or a comparable donor management system.
- Bachelor's Degree in Fundraising, Nonprofit Management, Marketing, Business, Public Relations or related field.
- 5+ years of successful performance directing a comprehensive annual fund, or something comparable.
- 4+ years managing development staff and volunteers
- Demonstrated performance in managing multi-channel campaigns and initiatives
- Practicing Catholic who supports the teachings of the church and who is dedicated to promoting the Church's fundraising priorities.
- Must be willing to work nights and weekends when necessary.
- Bilingual in Spanish and English is a plus.

## **WORKING CONDITIONS**

This is a full time position with benefits. This position requires travel throughout the Diocese of Joliet that entails some evening and weekend activity. Flexibility of schedule and reliable transportation is required.

To apply for this position, please email resume with cover letter and salary history to:

[humanresources@dioceseofjoliet.org](mailto:humanresources@dioceseofjoliet.org)