



ARCHDIOCESE
OF INDIANAPOLIS
The Church in Central and Southern Indiana

Catholic Philanthropic Advisor/Planned Giving Director

The Roman Catholic Archdiocese of Indianapolis is seeking a Catholic Philanthropic Advisor/Planned Giving Director who will be responsible for securing planned gifts and increasing endowment gifts to the Catholic Community Foundation to support ministries of the archdiocese while also seeking opportunities to discuss annual giving priorities. This position reports to the Director of the Catholic Community Foundation. The Advisor will work closely with the Director to identify, cultivate, solicit and steward planned gift and endowment donors while assisting archdiocesan ministries - parishes, Catholic schools, and other Catholic agencies - and professional advisors (attorneys, accountants, financial advisors and insurance professionals) to encourage and secure planned and endowment gifts. The Advisor is a key member of the Catholic Community Foundation team and will assist Catholics in growing their understanding of living their faith through stewardship – seeing all as a gift from God and responding in gratitude by generously sharing one’s gifts with others. The Catholic Philanthropic Advisor will also work closely with the Legacy Society’s donors, Catholic Community Foundation Parish Liaisons, pastors, funeral homes, high schools and agencies to advance planned and legacy giving.

The position requires a bachelor’s degree in a related field, and an advanced degree or certificate is preferred. Three or more years of experience in the field is preferred, including fundraising and/or development activities, institutional financial services management or sales, and/or estate or charitable planning. The ability to initiate conversations and interact effectively with professional advisors, donors and prospective donors in representing the Archdiocese of Indianapolis, its ministries and the Foundation is essential. Applicants should be able to effectively interact with large groups of individuals from various professions and backgrounds and enjoy working on an energetic team who believes that giving is a ministry. Excellent computer skills, especially in Word, Excel, Outlook, and relational database programs such as Blackbaud Raiser’s Edge are required. Candidates should be professed and practicing Catholics with the ability to effectively integrate their faith with their profession and to passionately promote a culture of stewardship that includes planned and legacy giving. The ability to communicate effectively in both English and Spanish is preferred.

Please e-mail cover letter, resume, and list of references, in confidence, to:

Ed Isakson
Director, Human Resources
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