

Job Title: Major Gift Officer  
Organization: The Catholic Foundation of Central Florida  
Posting Date: June 11, 2018  
Closing Date: August 11, 2018  
Status: Full Time, Exempt  
Physical Address: 50 E. Robinson Street, Orlando, FL 32801

The Catholic Foundation of Central Florida, partner of the Diocese of Orlando, is actively seeking a Major Gift Officer to assist the President and the Board in helping the Church in Central Florida fulfill its enormous potential for mission and ministry. The Major Gift Officer supports the Foundation in its efforts to serve the Bishop, clergy, parishes, schools and ministries within the Diocese of Orlando. The Major Gift Officer is responsible for developing strategies for the identification, cultivation, solicitation and stewardship of donors with a focus on major gift and multi-year donors to support the Diocese through the Foundation's endowment services.

**The Diocese of Orlando four core values lay the foundation for the work performed by its employees and partners.**

1. *Authenticity*: Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living
2. *Respect*: Affirming each person's God-given dignity and uniqueness.
3. *Courage*: Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
4. *Commitment*: Individually and collectively, we are steadfast to the team and its purpose.

Responsibilities include, but are not limited to:

- Oversee portfolio of 150-200 donors and prospects.
- Participate in each step of the donor pipeline including: identification, qualification, cultivation, stewardship and recognition.
- Conduct research to align donor interests with Diocesan ministries and identify prospective donors and fundraising potential.
- Develop individual donor solicitation and stewardship plans and refine as needed to assure effectiveness, including identifying appropriate staff and Board member engagement.
- Increase annual enrollment in The Corpus Christi and Vivos Christi Societies.
- Collaborate with Foundation Development team to enhance donor and diocesan relationships and create greater fund development and outreach possibilities.
- Create excellent records within Raisers Edge for stewardship including maintaining updates as needed.
- Assist the President in engaging the Board of Directors, pastors and the Bishop in stewardship and recognition.
- Oversee and provide direction to vendors related to the Foundation.
- Establish annual goals and strategies for gift levels of \$10,000+ at the Diocesan level.
- Develop timely reports relative to major gift strategies and benchmarks.
- Serve on Diocesan boards and committees when appropriate and represent the Diocese of Orlando in national forums such as with the International Catholic Stewardship Council.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The successful candidate will possess the following:

Education and/or Experience

- Demonstrated success in fundraising with 5 –7 years high-level comprehensive development experience, specifically with major and planned gifts;
- Excellent written and oral communication skills as well as effective personal interaction, influence and experience working with diverse groups;
- Superior relationship and leadership skills;
- Experience with moves management and donor cultivation;
- High level of discretion and ethical approach to fundraising, including adherence to Donor Bill of Rights;
- Experience in collaborative, religious and service-oriented environments;
- Experience with endowment and investment portfolios;
- Proficient with Microsoft Office and Donor Management Software, Raiser’s Edge experience preferred;
- Bachelor’s degree required; Master’s degree preferred;
- Certified Fund Raising Executive credential or equivalent preferred;
- Able to travel local and Diocesan wide as well as regionally
- Able to work nights and weekends
- Active member of a Catholic parish preferred.

Language Skills

Ability to read, analyze, and interpret common journals, articles, and periodicals. Must have outstanding problem-solving skills. Excellent communication and interpersonal skills required.

Mathematical Skills

Ability to apply routine mathematical concepts such as addition, multiplication, and division.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Requirements

Position requires walking, sitting for extended periods of time, bending, stretching, and stooping. Repeated use of hands, fingers, wrists, and arms. Must be able to see up close as well as from afar. Job incumbent must also possess the ability to hear and communicate both verbally and in writing, in person and via telephone and electronic communications.

Acknowledgement

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

Application Instructions:

Qualified candidates may submit a cover letter and resume and a completed Application for Employment to Kimberlee Riley, President, The Catholic Foundation of Central Florida:

via email: [kriley@cfofc.org](mailto:kriley@cfofc.org)  
via mail: 50 E. Robinson Street, Orlando, FL 32801  
No phone calls, please

Employment Applications may be located here: <https://www.orlandodiocese.org/wp-content/uploads/2016/05/Employment-Application-2016-Fillable.pdf>

Thank you for your interest.