

## **DIRECTOR OF DEVELOPMENT**

The Stewardship and Development Office for the Archdiocese of Seattle is searching for a dynamic and experienced major gifts and fundraising leader. The successful candidate will have the proven ability to create and execute a strategic development plan, with a solid background in institutional advancement. The candidate must possess a passion for and knowledge of the Catholic faith.

### **About Us:**

The Archdiocese of Seattle is one of 170 dioceses (geographic areas of responsibility) of the Catholic Church in the United States. We encompass all of Western Washington, stretching from the Canadian to the Oregon border and from the Cascade Mountains to the Pacific Ocean. There are 173 parishes, missions and pastoral centers and 73 Catholic Schools.

### **The Position:**

The Director of Development will report to the Executive Director of Stewardship and Development as a key member of the department's leadership team, collaborate with key archdiocesan leaders, parishes, schools, and affiliated Catholic organizations, provide leadership and direction in the area of donor engagement and related development activities, and promote an authentic spirituality of Stewardship in all development activities.

### **Responsibilities:**

- Provides leadership, supervision and support to the Development Office staff (two direct reports).
- Develops and implements strategies and individualized plans for archdiocesan leadership at all levels to establish and build caring and authentic Christ-centered relationships with specific donors and donor prospects.
- Plans, designs and implements donor research and prospect management processes and systems which identify leadership giving prospects/donors, and provides accurate and detailed information in order to engage with donors in an appropriate and timely manner.
- Directly and personally engages with major gift donors and prospects to build relationships rooted in the love of Jesus with the goal of inviting them into an ever deeper relationship with Christ.

- Through continuous process improvement, identifies and implements best-practice standards, policies and procedures for development efforts throughout the Archdiocese of Seattle.
- Develops and prepares major gift proposals, in cooperation with others, utilizing both current and planned gift opportunities, to best meet donors' needs, interests and financial capabilities, including structuring complex or special gift arrangements, as appropriate.
- Acts as a consultant to pastors, parish and school development directors, school principals and parish leaders regarding development strategy and donor engagement.
- Develops and manages an annual expense budget supporting the mission of the Office of Development, and prepares monthly, quarterly, and annual reports.

**Essential Qualifications:**

- Active Catholic and faith-filled leader with a passion for the mission and values of the Catholic Church.
- Strong strategic leadership, communication and organizational skills.
- Ability to effectively inspire and influence others, both with direct reports and across organizational boundaries.
- Ability to build positive and enduring relationships with donors, pastors, parish and archdiocesan leaders.
- Bright, creative, energetic, enthusiastic, and accomplished fundraising leader with strong strategic and tactical skills.
- Strong written communication skills, including the ability to write correspondence, reports, case statements and proposals in a clear, concise, logical, and grammatically-correct manner.
- Excellent verbal communication skills, including speaking clearly and persuasively to individual and groups; listening effectively; and responding well to questions.
- Ability to respond well to shifting priorities and changing work situations; ability to work effectively in ambiguous situations; ability to develop new skills to remain competitive; ability to adapt to change; ability to find merit in differing positions and adapt strategies in response to new information or changes to a situation.
- Ability to work independently and to establish, monitor, and achieve goals with minimal supervision.

**Experience:**

- Experience in implementing Planned Giving programs.
- Five to eight years of experience in fund development with hands-on experience successfully establishing and growing long-term relationships with donors (moves management).
- Leadership experience in motivating and supervising staff with a track record of coaching and mentoring others to accomplish results and achieve their goals.
- Experience using a wide variety of computer applications, including word processing, spreadsheet software, data base applications and fund development management (CRM) software (experience with Raiser's Edge is highly desired).

**Other Elements:**

- A personal commitment to the theology of stewardship.
- Self-directed and the ability to work collaboratively.
- Demonstrates a high level of confidentiality.
- Ability to work on evenings and weekends.
- Ability to travel within the Archdiocese of Seattle and must possess a valid Washington State driver's license.

**Education:**

- Bachelor's degree from an accredited institution (master's degree preferred); at least five years demonstrated experience in development and/or fundraising may substitute for degree.
- Certified Fund-Raising Executive (CFRE) and/or Advanced Certified Fund Raising Executive (ACFRE) highly desired.

**To Apply:**

Please use the link below to submit your application, along with the following materials:

- Formal cover letter expressing interest in the position and aligning your skills and experiences with the needs of the Director of Development position, as stated above; and
- Current resume
- <https://recruiting2.ultipro.com/COR1015CCAS/JobBoard/b4e119b6-81c4-39e8-0b4a-7937e6acdd41/OpportunityDetail?opportunityId=68a18816-d622-4116-a1d4-f520cd3b252d>