

# Diocese of Charlotte, North Carolina

## JOB DESCRIPTION

**POSITION TITLE:** CSS Director of Development  
**DEPARTMENT:** Catholic Social Services  
**REPORTS TO:** Diocesan Director of Development  
**FLSA:** Exempt  
**JOB CATEGORY:** I-3

**POSITION SUMMARY:** Creates and executes the annual development plan for Catholic Social Services with a specified revenue goal and in accordance with established policy; manages the annual giving campaign; directs the maintenance of the CSS development database; ensures the continued increase and retention of donors; collaborates with CSS staff and volunteers in the preparation of the development plan and related materials; supports development activity and goals.

### ESSENTIAL FUNCTIONS:

1. Prepares and recommends a plan for the Catholic Social Services annual giving campaign, given the parameters, revenue goal, and budgetary constraints established by the diocesan Director of Development and the CSS Executive Director.
2. Recommends the design of, and produces the annual report; creates brochures; drafts newsletters, appeal letters, press releases, and other written materials; coordinates photography, artwork, layout, printing, and the timely mailing/distribution of all materials; creates and/or obtains explanatory and promotional materials for donors, volunteers, and professional advisors.
3. Oversees the maintenance of the database used for Catholic Social Services development, including routine updates; ensures that the database is kept current.
4. Participates in the determination of policies and procedures pertaining to Catholic Social Services development; may alter procedures to meet established timetables and goals.
5. Provides liaison to boards and committees regarding Catholic Social Services fundraising activities; attends Agency director meetings; responds to questions and provides staff support; prepares and presents reports related to Agency fund development.
6. Organizes and coordinates opportunities for media coverage and other public relations engagements; represents the Agency and provides staff support in matters related to fund development.
7. Identifies and cultivates prospective donors for Catholic Social Services programs to ensure donor growth and retention.
8. Participates in the evaluation of Agency services and in strategic planning toward the accomplishment of the Agency mission; participates in the planning and execution of the Agency's Quality Improvement System in compliance with COA standards.

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**OTHER RESPONSIBILITIES:**

1. Participates in staff training and development activities as directed.
2. Performs other duties as required.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. A Bachelor degree in Marketing, Communications, or a related field, and a minimum of 2 years experience in fundraising and marketing.
2. Skill required to: plan, organize, and coordinate fundraising activities; create and produce brochures and written materials from design to distribution; communicate effectively orally and in writing; provide liaison to diocesan and regional boards and committees; promote social services programs and provide public relations; work effectively with staff, volunteers, clientele, and the public; prepare and present reports.

**WORKING ENVIRONMENT:** Responsibilities of the Director of Development involve travel and work beyond the regularly scheduled workday.

*ANYONE INTERESTED IN THE POSITION* should send an email with cover letter and resume to Jim Kelley, Diocesan Director of Development, Diocese of Charlotte, at [jjkelley@CharlotteDiocese.org](mailto:jjkelley@CharlotteDiocese.org).