

## **Roman Catholic Diocese of Paterson, NJ – Job Posting (*January 2019*)**

Job Title: **Associate Director of Development (ADOD)**  
Department: **Office of Development**  
Reports To: **Director of Development**  
Classification: **Full Time, Exempt**

### *General Description of Job*

The purpose of the of the ADOD position is 1) to secure funding for the Diocese of Paterson from current donors, assuring that as many as possible are retained as continuing donors to the Diocese and are upgraded in their giving and involvement; and 2) identify, research and solicit prospective donors, stewarding them to become ongoing benefactors and philanthropic leaders.

The ADOD will have the unique opportunity to create a major gift office at the ground level.

### *Specific Duties/Responsibilities*

Specific duties of the ADOD include:

- Develop and implement strategies for cultivating, soliciting and securing major gifts from past and current donors.
- Create an effective strategic plan to identify, qualify, cultivate, solicit and steward prospective donors in order to achieve specific diocesan major gift needs.
- Help our parishioners accomplish their philanthropic goals through active engagement and a positive relationship with the Diocese and its mission
- Secure major gifts at the \$25,000+ level through personal solicitation
- Track and report progress using specific metrics
- Ability to create reasonable financial goals for each current and prospective donor, based on their philanthropic history and/or untapped potential
- Ability to create timely reports that reflect ongoing donor interaction and fund raising performance
- Work with the Development Director in creating reasonable annual major gift benchmarks and review as needed throughout the year
- Implement a major gift strategy for Bishop's Annual Appeal that will secure an increased number of advanced gifts each year
- When needed, work in collaboration with the Development Director of Catholic Charities in identifying and securing gifts
- Experience in soliciting and securing planned gifts is a significant plus and strongly preferred

### Qualifications/Skills Required

The ADOD must have a proven track record and a minimum of five years' experience in identifying, cultivating and securing major gifts as part of an overall development strategy. The ADOD must possess excellent written and verbal skills and be able to communicate effectively with a wide range of people - from the Bishop to pastors, major gift donors/prospects, and parishioners in both small and large settings.

The ADOD must be flexible in handling various tasks simultaneously while also giving immediate attention to situations as they arise. This flexibility is required for the work hours, which can include night meetings and occasionally weekends as well. The position requires an excellent understanding of the Catholic Church structure and a strong knowledge of stewardship as a way of life. A proven track record of planned gift fundraising experience is strongly preferred as part of the overall Development Office plan.

Understanding and navigating Raisers Edge software is a plus.

### Education and/or Experience Required

A college degree is recommended for the position of ADOD along with a minimum 5 years' experience in the development field. Experience working in Catholic development is a significant plus. The ADOD must have a proven record of achieving and exceeding fund raising goals. The ADOD candidate will provide personal examples of previous work that illustrate the ability to create well written and compelling fund raising materials.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This position requires regular driving to meet with parishioners throughout Morris, Passaic and Sussex Counties in Northern New Jersey. When in the office, the position requires working at a desk and may involve the need to lift small boxes of fund raising materials as needed.

Interested candidates should e-mail a cover letter and resume to Timothy Potter, Director of Development, Diocese of Paterson at [tpotter@patersondiocese.org](mailto:tpotter@patersondiocese.org)