

ARCHDIOCESE OF WASHINGTON



DIRECTOR OF DONOR RELATIONS AND GIFT PLANNING

June 14, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Archbishop Wilton D. Gregory ([Archbishop Biography](#)) was installed as the seventh Archbishop of the Archdiocese of Washington (<https://adw.org/>) by Pope Francis. Archbishop Gregory will lead a revitalized mission of faith and healing. The Archdiocese serves 655,000 Catholics, in 139 parishes, with 93 schools providing a Catholic education to 26,000 students. The Archdiocese supports these schools with \$6M in annual tuition assistance. Catholic social justice programs aid over 140,000 individuals in the spirit of serving “the least of Mine.” Exciting new programs of evangelization, outreach and reconciliation require resources to support the mission of the Archdiocese in this vibrant national setting.

POSITION SUMMARY

The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, the archdiocese is seeking a Director of Donor Relations and Gift Planning. The Director of Donor Relations and Gift Planning is responsible for supporting archdiocesan development efforts through building relationships with current and prospective major and planned giving donors, as well as public and private foundations via a successful implementation of a prospect management system.

The Director of Donors relations and Gift Planning will work in close cooperation with team members from the Offices of Development, Finance, Facilities, Communications and Catholic Schools. The Director of Donor Relations and Gift Planning will manage a Foundations Relations Officer and will be assisted by the Development Services Manager to carry out the responsibilities of major, planned and foundations relations activities for the archdiocese.

Reports to: Executive Director of Development

Duties & Responsibilities

- Design, implement, and coordinate a comprehensive individual donor and foundation relations program that appropriately and consistently promotes engagement with – and recognition of – all donors, with an emphasis on major gift level (\$5,000+) donors, as well as planned giving donors and prospects and foundations relations.
- Work closely with the Executive Director of Development, Director of the Annual Appeal and Director of Stewardship to set goals, drive and monitor activities, and evaluate results to ensure that departmental and operating requirements are met and are in line with the needs and mission of the archdiocese.
- Collaborate with the Director of the Annual Appeal and Director of Stewardship to ensure coordination with the Annual Appeal and parish offertory and capital campaign plans.
- Manage a portfolio of 75-100 donors to grow personal engagement with the archdiocese, as well as securing increasing levels of financial support. Use data and reporting to develop strategies and maintain accountability toward activity and fundraising goals.
- Sustain positive and mutually rewarding relations between the archdiocese and its individual and public/private foundation donors through the implementation of a prospect management system from identification/qualification, cultivation to solicitation and stewardship.
- Develop strategies to market the Planned Giving program.
- Manage and steward the Archdiocese's Legacy Society.
- Develop an appropriate stewardship plan to maintain ongoing relationships with donors who have made planned giving commitments.
- Develop, with the Foundations Relations Officer, a robust program of outreach to public and private foundations for the support of individual elements of the Annual Appeal, Catholic Schools Office, Seminary and other ministries of the archdiocese.
- Make presentations to individual, corporate, foundation, and other prospects as needed. Draft and/or review proposals, brochures, pamphlets and other materials necessary to convey case statement, program information, accomplishments, and events.
- Update annually the archdiocese's gift acceptance, stewardship, and counting/reporting policies.
- Keep abreast of new practices in donor relations and stewardship, donor-engagement metrics, stewardship analytics, and higher education philanthropy.
- Carry out other duties deemed necessary as requested by the Secretary for Development or the Executive Director of Development.

Requirements

- Practicing Catholic who supports the teachings of the Catholic Church.
- Bachelor's Degree in fundraising, nonprofit management, communications, business administration, finance, or related field. Certified Fund Raising Executive (CFRE) credential and/or professional fundraising certifications/designations relating to gift planning, such as the Chartered Advisor in Philanthropy, Certified Specialist in Planned Giving or Certified Gift Planning Professional a plus.
- A minimum of eight years professional and successful management of a major gift and planned giving caseload, preferably within an arch/diocese or a chapter-based not-for-profit environment.
- A minimum of four years of management experience in leading major and planned giving programs that includes management of development and administrative staff.
- Knowledge and experience with gift planning, including wills, trusts, retirement plan gifting, life insurance gifting and charitable gift annuities.
- Experience using fundraising software to manage donor data.
- Experience in developing and managing budgets.
- Excellent written and oral communication skills.
- Effective collaborator with strong interpersonal, communication, and donor relations skills.
- Ability to organize fundraising activities effectively, prioritize prospects, and participate in high-level gift discussions.
- Ability to handle multiple tasks under time sensitive deadlines.
- Ability to handle confidential and sensitive information.
- Ability to travel throughout the Archdiocese of Washington 50% or more of the time.
- Ability to work effectively with minimal day-to-day supervision.
- Proficiency in Microsoft Office Suite: (Word, Excel, Outlook, and PowerPoint)

Requirements

Salary	○	Commensurate with background, education and experience
To Apply	○	Please include cover letter, describing background and qualifications for this position and a resume. Please be prepared to supply 3-4 personal references related to your work in fundraising
Application Deadline	○	August 15, 2019

To apply for this position, please email resume to:

Brent Morton

Vice President

Catholic Recruiter Associates

Brent@CatholicRecruiter.com

Only those meeting the criteria of the search will be responded to by Catholic Recruiter Associates.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967

Ridgefield, CT 06877

Phone: (203) 438-8475

E-mail: info@catholicrecruiter.com

Web : www.catholicrecruiter.com