

Position Title: Director of Catholic Charities Development Programs, Catholic Diocese of Arlington VA

Please submit cover letter and resume to:

https://app.jobvite.com/j?cj=oGG79fwm&s=Catholic_Diocese_of_Arlington

Office of Development Overview

The Office of Development's primary purpose is one of service and fundraising. These efforts include working closely with the Bishop, diocesan senior staff, Catholic Charities senior staff, pastors, parishioners and community members to increase giving to the Catholic Diocese of Arlington and its various programs and entities. The Office assists with programs that encourage financial stewardship from parishioners to meet operational and capital needs and also designs and implements comprehensive development programs that encourage financial giving and provides financial resources for ministries, programs and services of the diocese, parishes and Catholic Charities of the Diocese of Arlington.

Catholic Charities Mission Overview

The mission of Catholic Charities of the Diocese of Arlington is rooted in the Gospel of Jesus Christ and the official teachings of the Roman Catholic faith. The Gospel proclaims, and the Church teaches respect for the dignity and sanctity of human life, from the moment of conception through natural death, and the duty to serve the most vulnerable of God's people. In accordance, Catholic Charities seeks to implement the Church's mission of social justice in the Diocese of Arlington in ways that strengthen individuals, families, and communities. Catholic Charities extends its services and resources to all in need, convenes the Catholic community to fulfill the Church's mission of social justice, and advocates for social justice and seeks to empower others to do the same.

Core Values of Catholic Charities Diocese of Arlington:

The Director will be a leader in representing and articulating these core values:

1. Integrate Catholic identity and Catholic anthropology in everything we do
2. Provide services to those on the margins and underserved whether or not they are Catholic
3. Provide transformative services as instruments of God's love and power
4. Find the resources to enable Catholic Charities Diocese of Arlington to accomplish its mission

Position Description Overview

Under the supervision of the Executive Director of the Office of Development and in collaboration with the Catholic Charities President & CEO, the Director is responsible for designing and implementing a comprehensive development plan that encourages giving and public awareness from constituencies, including parishes, pastors, parishioners, individuals, corporations, foundations and the general public.

The Director is responsible for all agency development activities, including the maintaining of expense budgets and the design, implementation, direction, and updating of CCDA development program plans

that reach budgeted revenue goals as well as seek increases for the annual number of donors and average gifts to CCDA.

Significant revenue contributions are made to CCDA through the Catholic Diocese of Arlington's (CDA) annual Bishop's Lenten Appeal as well as strategic major gifts or fundraising approved by the Bishop and conducted by the Catholic Charities President & CEO, other staff and/or the Bishop when appropriate. Current CCDA development programs generating fundraising revenue include:

- Annual Leadership gifts of \$1,000 or more
- Direct Mail Appeals
- The Catholic Charities Annual Ball
- Major gifts of \$25,000
- Corporate and foundation support
- The "Christmas Collection", a parish-based second collection
- Online giving including Giving Tuesday program
- Planned giving efforts
- Workplace giving programs (i.e., America's Charities)
- Support from the ~4,000 volunteers of Catholic Charities

Principle Duties

- Design, implement, review and update CCDA development program plans that reach budgeted revenue goals as well as increase the annual number of donors and average gifts to CCDA in accordance with the priorities of the Bishop. This includes fundraising appeals, direct mail, the Christmas collection, 3rd party giving, the annual CCDA Ball, leadership and major gift solicitations.
- Oversee or independently perform identification, qualification, cultivation, solicitation and stewardship on prospects with an emphasis on major gifts of \$25,000+ and annual leadership gifts of \$1,000 to \$24,999.
- Through personal visits of approximately 5 – 10 per month, establish relationships with prospective donors and qualify them based on their ability and propensity to make a charitable gift.
- Work in collaboration with the CDA Director of Major Gifts Programs in recruiting and managing major gift prospects (\$25K+) for CCDA fundraising. Serve as the primary major gifts officer for the top 150 CCDA donors and prospects at the \$9,999 - \$99,999 level.
- Work with the President & CEO of Catholic Charities to expand corporate and donor giving through the CCDA Stewardship Council and corporate partnership program.
- Direct and support the Manager, Annual Fund and Development Services, in developing relationships with CCDA's Leadership Gift donors/prospects at the \$1,000 to \$9,999 level.
- Work with the Director of Volunteers to provide solicitations of the 4,000+ volunteers.

- Play leadership role in support of the annual Ball Advisory and Special Gifts committees along with key role in soliciting Ball Special Gifts.
- Maintain and regularly review the CCDA development expense budget; highlight concerns on a timely basis and make appropriate corrections when necessary.
- Regularly communicate and work closely with fellow Development Office Program Directors to ensure that all CCDA and CDA fundraising programs are not competing with and/or counter-productive to each other's goals and efforts. Work in collaboration with CDA Development Program Directors on strategy and engagement efforts for projects and top donor/prospects, as these prospects may also be CDA prospects.
- Regularly communicate and collaborate with CCDA program directors and managers to understand their programs and identify specific fundraising needs and efforts. Provide counsel when possible to specific program fundraising while recognizing program grant work is led by individual managers.
- Collaborate with the Catholic Charities Director of Communications and CDA communications staff to generate and disseminate agency-wide news, information and stories.
- Regularly make parish visits with Pastors and Business Managers to promote CCDA programs and development efforts.
- Collaborate with CCDA Finance team members and CDA IT team members in the implementation of development efforts.
- Serve as the primary staff liaison to the Catholic Charities (CCDA) Board of Directors' Advancement and Communications Committee; with the support of CDA's Director of Major Gifts Programs, serve as the primary staff liaison to the CCDA Stewardship Council.
- Work with other office staff to coordinate prospect identification and donor movements. Manage and move portfolio of parishioners identified as five and six-figure gift prospects.
- Oversee the proper stewardship, growth and data management of the CCDA records database; ensure proper documentation and confidentiality of visits, donor moves management, and gift solicitation response rates.
- Analyze fundraising successes and failures and determine metrics for future decision-making on new or renewed efforts.
- Propose revenue budget plans and feasibility of resources when new projects/opportunities are being considered by CCDA.

Qualifications / Knowledge/Skills:

- o Working knowledge of how a Catholic donor's faith integrates with stewardship and giving
- o High energy and passion for the mission of Catholic Charities
- o Understanding of the Church's organizational structure and operations
- o Strong interpersonal relations skills, emotional intelligence and orientation towards customer service
- o Strong oral and written communication skills, including the ability to articulate ideas clearly, concisely and professionally

- o Active listening
 - o Keen attention to detail
 - o Demonstrated facilitation and presentation skills
 - o Ability to apply critical thinking to solve problems in an everyday work setting
 - o Ability to work independently, but also to work collaboratively – fostering teamwork and addressing conflict constructively and timely
 - o Ability to develop, manage and evaluate programs that align individual program goals with strategic goals and objectives and to formulate recommendations to improve program delivery and management
 - o Strong time and project management skills
 - o Ability to prioritize effectively and meet deadlines
 - o Ability to create basic documents, spreadsheets, presentations and emails using MS Word, Excel, Power Point and MS Outlook
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- Education Required: Bachelor's Degree
 - Years and Types of Experience: 8 – 10 years' experience providing professional fundraising counsel or serving in a non-profit staff fundraising position as well as experience managing a staff required. Prior experience working with the Catholic Church preferred.