

Catholic Philanthropic Advisor

The Roman Catholic Archdiocese of Indianapolis is seeking a Catholic Philanthropic Advisor who will be responsible for securing major and planned gifts to support ministries of the Archdiocese of Indianapolis. This position reports to the Director of Major Gifts and Planned Giving. The Director will work closely with the Philanthropic Advisor and assist individuals in their understanding of living their faith through stewardship – seeing all as a gift from God and responding in gratitude by generously sharing one’s gifts with others. The Advisor will work closely with United Catholic Appeal and Legacy Society donors to advance giving throughout the Archdiocese of Indianapolis.

The position requires a bachelor’s degree in a related field, and an advanced degree or certificate is preferred. Three or more years of experience in the field is preferred, including fundraising and/or development activities, institutional financial services management or sales, and/or estate or charitable planning. The ability to be proactive and compassionate in initiating conversations with prospective donors is essential. Candidates should be professed and practicing Catholics who desire a challenging and rewarding fundraising role that represents the Archdiocese of Indianapolis and the Catholic Community Foundation to professional advisors, wealth managers and funeral homes with a key focus on major donor identification and solicitation.

Applicants should be able to effectively interact with large groups of individuals from various professions and backgrounds and enjoy working on an energetic team who believes that giving is a ministry. Excellent computer skills, especially in Word, Excel, Outlook, and relational database programs such as Blackbaud Raiser’s Edge are required. The ability to communicate effectively in both English and Spanish is preferred.

Please e-mail cover letter, resume, and list of references, in confidence, to:

Ed Isakson

Director, Human Resources

Archdiocese of Indianapolis

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Equal Opportunity Employer