



Diocese
of Toledo

Position Title: MISSION ADVANCEMENT OFFICER (MAO) – Development/Fundraising
Status: Full Time - Exempt
Reports to: COO/CFO of the Diocese of Toledo Management Corporation

Primary Functions of This Position:

Provides leadership and oversight of all resource development strategies and activities of the Diocese Development Office. Includes creating, planning, and managing successful initiatives in areas including major gifts, planned giving, grants, annual giving, special events, communications, donor relations, and stewardship. Works with various boards, professional staff, and program staff to lead and direct impactful fundraising/donations to secure philanthropic support for capital, endowment, and other campaigns aligned with supporting the various Diocesan pastoral and ministerial programs. Works and collaborates with the Diocese senior leadership and the various boards/committees to lead multi-year resource development strategies and monitor progress against goals.

Education, Training and Experience Requirements:

Three to five years of leadership experience in sales and/or development/fundraising. Demonstrated accomplishments in fundraising, grants and writing as well as proficiency with Microsoft Office and Blackbaud/Raisers Edge & Parish Soft software. Bachelor's degree required, Graduate course of study preferred. Ability to develop and implement strategic plans and communications content. Excellent interpersonal and communication skills, and commitment to ongoing spiritual growth are important.

Responsibility for Quantifiable Measures

Position will be asked to develop and meet expected annual metrics and fundraising goals for the Diocese of Toledo.

Working Environment

Evening and occasional weekend work required

This job posting is intended to describe the general nature and level of work being performed to this job. It is not intended to be an exhaustive list of all responsibilities, activities and skills required of the job. For a full detailed job description, please [click here](#).

Interested and qualified candidates, please submit your cover letter, with salary expectations; resume and references to humanresources@toledodiocese.org

Deadline for application is July 30, 2019

“Effectively, Efficiently and Evangelically”

DIOCESE OF TOLEDO IN AMERICA