



DIOCESE  
*of*  
LAFAYETTE-IN-INDIANA

## **Major and Planned Gifts Officer**

**Reports To:** Director of Stewardship and Development  
**Prepared Date:** 03/16/2021

**FLSA Status:** Exempt

**Summary:** Promote investment to sustain the mission and ministry of the Diocese of Lafayette-in-Indiana, as envisioned in the Uniting in Heart 2030 Pastoral Plan. Identify, develop, cultivate and secure gifts from higher capacity donors into the Catholic Ministries Appeal, Saint Joseph Retreat & Conference Center (SJRCC), as well as other significant capital campaign initiatives. Assist parishes, the retreat center and diocesan schools with stewardship and development issues and concerns, including the pre-campaign step of a professional feasibility study. Assist Office of Stewardship and Development colleagues as needed to further the department's mission. The Officer will also be an active member of the SJRCC Advisory Team.

### **Essential Duties:**

- Major Donor nurturing for Diocesan Appeals, SJRCC, Lafayette Diocesan Foundation, Inc. (LDFI) and Diocesan Capital Campaigns
  - Maintain a portfolio of targets and prospects, agreed to with the Director
  - Cultivate and solicit interest, support and financial commitment to key initiatives and campaigns of DOL-IN among a targeted portfolio, in close coordination with Pastors
  - Raise awareness of diocesan ministries and the donors impact on those ministries
  - Manage to a targeted, measurable and time-bound commitment and gift goal, such as:
    - Set a goal to make at least 12 to 15 approaches to individuals, corporations, and foundations each year for gifts of \$100,000 or more. At least five of these approaches should target gifts or private grants of \$1 million or more.
    - Secure at least 5 to 7 meaningful face-to-face visits weekly (minimum 30 visits monthly), and close 3 major gift solicitations per month.
  - Document contacts and activities into database, as well as weekly, monthly, and annual program performance reports
  - Support pastors and parishes, schools, etc., as needed with capital campaigns
- Extensive use of Raiser's Edge (RE)
  - Ability to analyze and model for propensities, etc.
  - Identification of new donors and prospects in addition to the targets
- Planned Giving and Estate Planning expert
  - Maintain a high level of expertise concerning estate planning, charitable annuities, donor advised funds, giving methods, tax laws and legal aspects of charitable giving
  - Support Parish needs in these area, including conducting educational presentations and workshops

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



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**Qualifications:** *To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education:** Bachelor's degree in a related area. Knowledge of Blackbaud Raiser's Edge software is desirable.

**Work Experience:**

- 5 to 7 years demonstrated success in development / sales / marketing
- 1 to 3 years of experience in major gift development efforts ideally related to Catholic ministry, foundation, or educational advancement, highly preferred

**Other Skills and Abilities:**

- Sincere and genuine desire to further the Church's mission within the Diocese
- Practicing Catholic with ethical standards, personal integrity and conduct consistent with the morals and teachings of the Catholic Church, including faithful obedience to the Magisterium
- Well-acquainted with Church documents, Scripture, and resources. Possess respect for and ability to uphold Catholic Church teaching.
- Strong institutional knowledge of the Northcentral Indiana Catholic Community
- Ability to work independently, manage confidential information, manage multiple tasks, coordinate details, and meet deadlines.
- Ability to interact effectively and compassionately with donors and prospective donors in representing the Diocese of Lafayette-in-Indiana and the Lafayette Diocesan Foundation, Inc.
- Willingness to learn, maintain and commitment to input donor information and activities into Raiser's Edge
- Willingness to travel within the diocese for evening and weekend meetings and events as needed, and submit timely expense reports
- Strong organizational skills
- Proven ability to meet deadlines
- Strong verbal and written communication skills
- Commitment to and attention to detail
- Respectful replies and responses to pastors, parish leadership, staff and parishioners
- Promote and facilitate respectful resolutions to parish/diocesan and inter-parish conflicts
- Ability to be flexible when faced with changing priorities
- Able to pass and maintain diocesan child safety protocol training required.

**Physical Demands:** *The physical demands described here 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 the essential functions.*

Able to move about the work environment. Able to lift and/or move 10-30 pounds.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Occasional travel required. Occasional night or weekends may be required.