

JOB DESCRIPTION

POSITION TITLE: Associate Director of Development
DEPARTMENT: Development
REPORTS TO: Director of Development – Diocese of Charlotte
FLSA: Exempt

POSITION SUMMARY: The Associate Director of Development is responsible for the planning, organization and supervision of the annual Diocesan Support Appeal, the Priests' Retirement Appeal, the Diocesan Parish Stewardship Efforts, the two Combined Appeals and other Special Appeals

SUPERVISES: Secretaries hired for upkeep of the database.

RELATES TO: Pastors
Department heads
Diocesan Support Appeal volunteers and donors
Parish Stewardship Committees
Personnel in Finance Office, Education Vicariate, Catholic Charities, Vocations

ESSENTIAL FUNCTIONS:

1. Directs and has primary responsibility for all aspects of the Diocesan Support Appeal. This includes working with pastors and parish leaders to implement a personalized approach to the DSA in parishes needing assistance.
2. Has primary responsibility for the promotion of the Priests' Retirement and Benefits annual diocesan appeal
3. Has the primary responsibility for the diocesan combined appeal program. This includes serving as primary contact for the Diocese of Charlotte to the Office of National Collections of the USCCB, and updating the national office regarding our diocesan second collection schedule.
4. Responsible for the communication efforts of the Office of Development, including but not limited to a bi-monthly Stewardship Bulletins, annual stewardship brochures, articles for the diocesan newspaper, web communications.
5. Has primary responsibility for the Office of Development and the "Ways to Give" pages on the diocesan website.
6. Responsible for overseeing the maintenance of the diocesan database. This includes overseeing the monthly parish roster update data entry.

7. Provides assistance to stewardship committees in implementing the stewardship efforts and sustaining it on an on-going basis. This includes training for lay witness presenters for stewardship commitment efforts.
8. Has primary responsibility for Diocesan wide stewardship efforts including “Diocesan Stewardship Days” or collaborating on bi-annual Regional Stewardship conferences. This includes organizing the event, promoting the event, enlisting speakers, and managing all logistics and budget considerations.
9. Has primary responsibility for the upkeep of the Blackbaud Net Community donation pages for the online giving for DSA, Schools, Campus Ministry, Eucharistic Congress, and Seminarian Education.

OTHER RESPONSIBILITIES:

1. Participates in staff training and development activities as directed.
2. Performs other duties as required.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. A Bachelor degree in Marketing, Communications, or a related field, and a minimum of 5 years’ experience in fundraising, stewardship and marketing.
2. Skill required to plan, organize, and coordinate fundraising activities; create and produce brochures and written materials; communicate effectively orally and in writing; provide liaison to diocesan and regional boards and committees; and provide public relations; work effectively with staff, volunteers, and the public; prepare and present reports.
3. Must be proficient in Microsoft Office programs, including MS Word, MS Publisher, MS PowerPoint.
4. Must have a good working knowledge of Blackbaud Raiser’s Edge.

WORKING ENVIRONMENT: Responsibilities of the Associate Director of Development involve travel and work beyond the regularly scheduled workday.