

Major Gifts Officer

Office of Stewardship and Development

- Be a part of a passionate and faith-filled team dedicated to serving the people, parishes, schools and ministries of the Roman Catholic Archdiocese of Indianapolis. We are seeking a major gifts officer responsible for securing major and planned gifts by assisting individuals in their understanding of living their faith through stewardship. The ideal candidate is a team player/ able to work independently, and proactively and compassionately initiate and cultivate relationships with prospective donors. The qualified individual will work to support the United Catholic Appeal, Archdiocesan ministries, the Catholic Community Foundation and legacy giving.
- The position requires a bachelor's degree in a related field; an advanced degree or certificate is preferred.
- Three or more years of experience in the field is preferred, including fundraising and/or development activities, estate or charitable gift planning and/or institutional financial services management.
- Candidates should be practicing Catholics who desire a rewarding fundraising role that represents the Archdiocese of Indianapolis and the Catholic Community Foundation to prospective donors, professional advisors, parishes, schools and ministries.

The Archdiocese offers a generous benefits package:

- 4-day work week
- Ongoing opportunities for professional development
- Comprehensive health and dental plan
- Employer-contributed HAS for medical plan participants
- FSA and Dependent Care FSA
- Paid vacation, sick and personal days
- Life and disability insurance
- 403(b) matching

To apply, email cover letter, resume and 3 references to: Kpohovey@archindy.org

Equal Opportunity Employer