

# Mission Advancement Officer

Organization: Archdiocese of St. Louis  
Full Time

## Position Summary

- *Helps to evangelize the people of the Archdiocese of St. Louis by developing personal relationships, witnessing to the good work of the Church, and inviting potential donors to support that work*
- *Responsible for cultivating relationships with current and potential major donors across the Archdiocese of St. Louis*
- *Provides advice and counsel for organizations seeking to maximize development efforts and to conduct capital or other special campaigns.*
- *Assists the Archbishop of St. Louis and the Executive Director in cultivating relationships with key donors and assists with other projects*

## Duties & Responsibilities

- *Acts as a witness to Gospel values by modeling the teachings of the Catholic Church*
- *Responsible for growing the Associates of the Archbishop program and seeking major gifts for other needs of the Archdiocese*
- *Cultivates relationships with major donors and potential major donors, including as many face-to-face visits as possible, and assists the Archbishop of St. Louis and the Executive Director to do so as well*
- *Develops an understanding of the needs and desires of a portfolio of major donors (75 – 125), helping them to achieve their philanthropic goals*
- *Conducts donor research and prepares briefing papers*
- *Attends events as needed, including on evenings and weekends*
- *Stays current on primary needs of the Archdiocese of St. Louis*
- *Participates in initial solicitation and follow up for major gifts to the Annual Catholic Appeal and other areas of need in the Archdiocese of St. Louis.*
- *Participates in planning efforts for Annual Catholic Appeal events as well as other special campaigns and events*
- *Drafts correspondence for the Archbishop of St. Louis and the Executive Director, including solicitation, thank you, and response letters*
- *Assists organizations with development efforts through advice and counsel*
- *Works with the Executive Director to establish and implement, and meet meaningful fundraising metrics and systems for the position*
- *Supports the Archbishop of St. Louis in his efforts to implement the mission of the Church*
- *Completes other duties as assigned*

## Knowledge & Experience Requirements

- *Knowledge of Catholic theology and culture*
- *College degree*
- *5 years' experience in major gift fundraising preferred*
- *Experience with Raiser's Edge a plus*
- *Knowledge of fundraising regulations and estate planning laws*
- *Knowledge of fundraising strategies and donor relations*
- *Proficient with Microsoft Office*

## Skills & Attitudes Required for Success in Job

- *Practicing Catholic able to provide a witness to Faith in the Church*
- *Knowledge of Catholic culture and theology*
- *Excellent written and verbal communication skills*
- *Excellent public speaking skills*
- *Works with a high degree of independence*
- *Dependable and detail-oriented*
- *Outstanding organizational skills and strong attention to detail*
- *Extensive understanding of stewardship*
- *Able to build relationships with people from many different backgrounds*
- *Willing to travel regularly to all areas of the Archdiocese of St. Louis*

## Relationships Requirements

- *Ability to communicate and interact with donors, board members, clergy and senior management*
- *Provides direct assistance to the Executive Director.*
- *Collaborates with other offices and agencies in the Archdiocese.*

## Resources for Which Accountable

- *Portfolio of Major Donors and Potential Major Donors*

*To apply, please send resume and cover letter to [humanresources@archstl.org](mailto:humanresources@archstl.org).*