

**Mission Advancement Manager – Hispanic Communities, Catholic Community
Foundation of the Diocese of Richmond**

The Catholic Community Foundation of the Diocese of Richmond seeks a full-time Mission Advancement Manager – Hispanic Communities.

The Mission Advancement Manager is responsible for stewarding and soliciting major gift prospects and existing donors in addition to learning more about their mission interests. This position is also responsible for working with parishes on offertory and general fundraising support as requested. Finally, this position serves as the key contact for the Foundation in cultivating gifts from the Hispanic community for the benefit of both the parishes and overall Church.

A bachelor's degree, a minimum of 2 years of fundraising experience, and a successful record working with and interacting with donors is required. Knowledge of the Hispanic community, culture, and customs as well as fluency in Spanish and English is also required (verbal and in written format). Excellent oral/written communication and presentation skills are required. Strong interpersonal and collaboration skills required. A background in and appreciation of the Catholic Church and its teachings is preferred.

The standard office hours are Monday – Friday, 8:30 a.m. – 4:30 p.m. however, office hours may vary weekly depending on special events and visits with donors, pastors and/or parish staff members. This position requires occasional evening and weekend work.

Closing date for receipt of application: Open until filled

Salary: Commensurate with experience

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