

Director of Catholic Charities Development Programs, Catholic Diocese of Arlington

Office of Development Overview

The Office of Development's primary purpose is one of service and fundraising. These efforts include working closely with the Bishop, diocesan senior staff, Catholic Charities senior staff, pastors, parishioners and community members to increase giving to the Catholic Diocese of Arlington and its various programs and entities. The Office assists with programs that encourage financial stewardship from parishioners to meet operational and capital needs and also designs and implements comprehensive development programs that encourage financial giving and provides financial resources for ministries, programs and services of the diocese, parishes and Catholic Charities of the Diocese of Arlington.

Catholic Charities Mission Overview

The mission of Catholic Charities of the Diocese of Arlington (CCDA) is rooted in the Gospel of Jesus Christ and the official teachings of the Roman Catholic faith. The Gospel proclaims, and the Church teaches respect for the dignity and sanctity of human life, from the moment of conception through natural death, and the duty to serve the most vulnerable of God's people. In accordance, Catholic Charities seeks to implement the Church's mission of social justice in the Diocese of Arlington in ways that strengthen individuals, families, and communities. Catholic Charities extends its services and resources to all in need, convenes the Catholic community to fulfill the Church's mission of social justice, and advocates for social justice and seeks to empower others to do the same.

Core Values of Catholic Charities Diocese of Arlington:

The Director of Catholic Charities Development Programs will be a leader in supporting the priorities of Bishop Burbidge and representing and articulating these core values:

1. Integrate Catholic identity and Catholic anthropology in everything we do
2. Provide services to those on the margins and underserved whether or not they are Catholic
3. Provide transformative services as instruments of God's love and power
4. Find the resources to enable Catholic Charities Diocese of Arlington to accomplish its mission

Position Description Overview

Under the supervision of the Executive Director of the Office of Development and in collaboration with the Catholic Charities President & CEO, the Director is responsible for designing and implementing a comprehensive annual development plan that supports the priorities and needs of Catholic Charities.

The Director will encourage giving and public awareness from constituencies, parishioners, individuals, corporations, foundations and the general public.

The Director is responsible for reaching annual revenue goals by designing and directing CCDA development programs and maintaining budgets. The position is responsible for all development activities (with the exception of program grants) including:

- Managing the Associate Director of Annual Fund Programs and Development Services
- Managing all major gift solicitations (direct mail and in person)
- Increasing year-over-year donor loyalty and the size of contributions
- Increasing the number of donors in the database
- Analyzing fundraising successes and failures and determining metrics for future decision making on new or renewed efforts
- Proposing budget plans and feasibility of resources when new projects or opportunities occur

The Director will manage donor relationships for top individual and corporate donors including:

- Annual Leadership gifts of \$1,000 or more, which generate ~75% of fundraising revenue
- Major gifts of \$25,000
- Corporate and foundation support – exclusive of existing Program Directors' efforts
- Planned giving efforts in collaboration with the CDA Director of Planned Giving

The Director will support additional significant revenue contributions to CCDA from the Diocese of Arlington, including:

- Financial support from the Bishop's Lenten Appeal as a major element of the annual BLA case
- Special strategic major gifts or fundraising support approved by the Bishop and conducted by the Catholic Charities President, other staff and/or the Bishop, when appropriate.

Principal Duties

- Design, implement, review and update CCDA donor identification, cultivation, stewardship and solicitation of leading prospects/donors to reach budgeted revenue goals. This includes increasing the annual number of donors and average gifts for individual giving, the annual CCDA Ball and corporate/business giving with an emphasis on major gifts of \$25,000+ and annual leadership gifts of \$1,000 to \$24,999.
- Serve as primary donor relations director for donors/prospects of \$4,999 or greater (~150 donors).
- Through personal visits of approximately 5 – 10 per month, establish relationships with prospective donors and qualify them based on their ability and propensity to make a charitable gift.

- Work in collaboration with the CDA Director of Major Gifts Programs in recruiting and managing major gift prospects (\$25K+) for CCDA fundraising. Serve as the primary major gifts officer for the top 150 CCDA donors and prospects at the \$9,999 - \$99,999 level.
- Work with the President & CEO of Catholic Charities to expand corporate and donor giving through the Advancement & Communication Committee of the Board and a corporate partnership program.
- Collaborate with CCDA Associate Director, Annual Fund Programs and Development Operations, in identifying donors and then developing relationships with CCDA's Leadership Gift donors/prospects at the \$1,000 to \$9,999 level.
- Play leadership role in support of the annual Ball Advisory and Special Gifts committees along with key role in soliciting Ball Special Gifts.
- Regularly communicate and work closely with Associate Director, Annual Fund Programs and Development Operations and fellow CDA Development Office Program Directors to ensure that all CCDA and CDA fundraising programs are not competing with and/or counter-productive to each other's goals and efforts.
- Work in collaboration with CDA Development Program Directors on strategy and engagement efforts for top CCDA donor/prospects, as these prospects may also be CDA prospects.
- Regularly communicate and collaborate with CCDA program directors and managers to understand their programs and identify specific fundraising needs and efforts.
- Provide counsel when possible to specific program fundraising while recognizing program grant work is primarily led by individual managers.
- Collaborate with the Catholic Charities Director of Communications and CDA communications staff to generate and disseminate agency-wide news, information and stories.
- Collaborate with CCDA Finance team members and CDA IT team members in the implementation of development efforts.
- Serve as a supporting staff liaison to CCDA Board of Directors' Advancement and Communications Committee and any other Board fundraising initiatives.
- Work with other office development staff to coordinate prospect identification and donor movements. Manage and move portfolio of parishioners identified as five and six-figure gift prospects.
- Ensure proper growth and data management of CCDA records database; ensure proper documentation and confidentiality of visits, donor moves management, and gift solicitation response rates.
 - Ensure appropriate gift acknowledgment letters are completed for all stock gifts and all top donors to include letters from the Bishop to donors of \$20,000 and above.
 - Assist in review of all gift acknowledgement letters along with other CCDA development staff when letters are generated for print and mailing.
 - Analyze fundraising successes and failures and determine metrics for future decision-making on new or renewed efforts.

- Regularly make parish visits with Pastors and Parish Business Managers to strengthen CCDA relationships and programs.

Qualifications

- Knowledge/Skills:
 - High energy and passion for the mission of Catholic Charities
 - Understanding of the Church's organizational structure and operations
 - Strong interpersonal relations skills, emotional intelligence and orientation towards customer service
 - Strong oral and written communication skills, including the ability to articulate ideas clearly, concisely and professionally
 - Active listening
 - Keen attention to detail
 - Demonstrated facilitation and presentation skills
 - Ability to apply critical thinking to solve problems in an everyday work setting
 - Ability to work independently, but also to work collaboratively – fostering teamwork and addressing conflict constructively and timely
 - Ability to develop, manage and evaluate programs that align individual program goals with strategic goals and objectives and to formulate recommendations to improve program delivery and management
 - Strong time and project management skills
 - Ability to prioritize effectively and meet deadlines
 - Ability to create basic documents, spreadsheets, presentations and emails using MS Word, Excel, Power Point and MS Outlook

Education Required: Bachelor's Degree

- Years and Types of Experience: 8-10 years' experience providing professional fundraising counsel or serving in a non-profit staff fundraising position. Prior supervisory experience required. Experience working with the Catholic Church preferred.

To apply, please submit cover letter and resume to

https://app.jobvite.com/j?cj=oRHpgfwX&s=Catholic_Diocese_of_Arlington