



Job Description

Position Title: Director of Development

Position Category: Non-Exempt

Position Status: 1. Full Time 2. Salary 3. Benefit Eligible

Immediate Supervisor: Chief Operations Officer

Department: Gift Planning

The Catholic Community Foundation for Eastern South Dakota (CCFESD):

The CCFESD is one of the most dynamic Catholic organizations of its type in the United States. We are an independent 501(c)(3) operating out of Sioux Falls with five satellite offices around the eastern part of the state. Since its founding 35 years ago, it has secured assets in excess of \$160M and has documented expectancies of an additional \$125M. Over the past 20 years, The CCFESD has also raised an additional \$45M in capital gifts to build an expansive retreat center, monastery, emergency homeless shelter and restored the 100-year-old Cathedral of St Joseph. With a talented, dedicated staff of 20, the CCFESD has helped to create a vibrant philanthropic community that is engaged in supporting the ministries of the Diocese of Sioux Falls, its 122 parishes and beyond. Each CCFESD employee promotes a Christian stewardship way of life – helping donors grow in their understanding of everything as a gift from God and responding in gratitude by generously sharing their gifts with others. The CCFESD fully respects, and encourages others to respect, the Bishop of Sioux Falls as the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594).

Position Summary:

The Director of Development is responsible for all aspects of the CCFESD Gift Planning Program, including major gifts and capital campaigns. The Director of Development will work closely with the Director of Estate Planning/In-House Counsel to advance the charitable estate planning program.

Essential Duties and Responsibilities:

- Lead, coach and support the Gift Planning Officers (GPOs) as they each manage a portfolio of approximately 60 major gift donors. There are currently five GPOs who live and work in six satellite regional offices.
- Help GPOs develop donor identification, cultivation, invitation and stewardship strategies that result in single and multi-year current gifts and future estate gifts
- Manage your own portfolio of approximately 30 major and estate gift donors
- Track and monitor donor histories; conduct donor research; ensure appropriate outreach is designed and implemented; follow up with all prospective donors (personal visits, phone calls, letters) who have made or expressed interest in making a planned gift; ensure all donors are recognized for their contributions (correspondence, recognition events, invitations to special events)
- Serve as a liaison for Catholic leaders – pastors, and development professionals at local Catholic entities – their donors and the CCFESD
- When appropriate integrate the Bishop of the Diocese of Sioux Falls in the cultivation, solicitation and stewardship experience of donors

- Work with marketing staff and Director of Estate Planning to develop planned giving marketing materials. Conduct necessary research; draft and edit materials; review and approve print design and web copy; coordinate mailings
- Work with the Director of Estate Planning to develop policies and oversee procedures for the raising, processing, and acknowledging of major and planned gifts
- Participate in capital campaign strategies and implementation
- Facilitate regular GPO team meetings to strategize actions to secure planned gifts
- Analyze program results and cost effectiveness of the CCFESD Gift Planning Program; recommend annual goals and budget projections, make recommendations for future actions
- Member of the CCFESD leadership management team
- Work occasional events held evenings and weekends
- Perform other duties, as assigned

Essential Qualifications:

1) **Primary:**

- Willingness and ability to effectively and accurately make known the Catholic Church's teachings through the varied ministry activities expected of this position.
- Willingness and ability to act as a personal witness to the Catholic faith and religion by living both one's professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church.
- Knowledge and experience in Major Gift Fundraising
- Knowledge and experience with Capital Campaigns
- Ability to lead, coach and support a team
- Ability to think creatively and strategically

2) **Education:**

- Associate degree or relevant on the job training

3) **Experience:**

- 5+ years of relevant development experience

4) **Other Elements:**

- certification or special training in this area preferred

Required Knowledge, Skills, and Abilities:

- An understanding and working knowledge of all desktop applications included in the Microsoft Office Suite, Raisers Edge, and various web applications.
- Ability to work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and time lines.
- Proven communication skills, and ability to work effectively with a wide range of individuals while maintaining strict confidentiality.

Job Conditions/Physical Demands:

The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to push, pull, lift and carry items up to 30 pounds.
- Ability to sit, stand, bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
- Ability to work in an office setting as well as various venues according to event or activity.
- Vision abilities required include close vision, depth perception and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee will work with a large number of individuals, often requiring multitasking and working with deadlines and details to ensure all of the essential functions are performed in a timely and courteous manner. The employee will work in an environment which implements the Roman Catholic faith into the everyday workplace.

Acknowledgement:

I understand that in accepting the terms of this job description I acknowledge that I am a person of faith, and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities as listed.

Accepted by: _____ Date: _____
Employee Signature