

## Development Director

[Orlando, FL](#) • Mary, Queen of the Universe

### Description

The Basilica of the National Shrine of Mary, Queen of the Universe (Basilica) is a place of pilgrimage and prayer that invites and inspires in the faithful an ever-deeper devotion to the Blessed Virgin Mary, Mother of God and Mother of the Church. The Development Director assists in fulfilling the Basilica's mission by engaging and inviting pilgrims and potential donors to financially support the Basilica. As such, the Development Director should be skilled in developing and maintaining successful strategies for the identification, cultivation, solicitation, and stewardship of donors to further the financial sustainability of the Basilica.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- Plans, organizes, and evaluates programs and events that encourage and enhance philanthropic support for the Basilica and its Mission; must be able to recommend and implement approved fund-raising activities and strategies as appropriate.
- Collaborates with staff and volunteers to address structural, fiscal, and ministerial needs through programs that include the full range of professional fundraising programs that are in line with traditional Catholic-based fundraising.
- Creates, monitors, and evaluates the effectiveness of fundraising activities that increase support from first-time visitors through major gift identification and cultivation; and when applicable from corporations, foundations, and other sources.
- Maintains and improves existing philanthropic support programs such as annual giving, direct mail, special events fundraising, capital campaigns, planned giving, and various other programs, and has ownership and involvement in each step of the donor pipeline including identification, qualification, cultivation, stewardship, and gift recognition. Collaborates with the Donor Services team at The Catholic Foundation of Central Florida on various gift strategies where applicable.
- Maintains and nurtures the relationship between the Basilica and its current, past, and potential major contributors including its worldwide donors through a Friends of the Basilica constituency while deploying strategies to grow the active donor base.
- Provides oversight of the design, development and administration of the donor information system; utilizes the donor information system to support all development vehicles and initiatives.
- Maintains tracking of the donors for tax reporting and other potential gifts.
- Maintains oversight of the weekly offertory collection, count, and donation tracking.
- Maintains confidentiality of all financial, contract, and donor information.
- Maintains current knowledge regarding information and trends in philanthropy; maintains memberships in professional organizations and stays abreast of tax law and IRS rulings affecting charitable giving.
- Works with advisory groups and consultative bodies for planning, organizing, and evaluating programs for which funds are needed.
- Plans and oversees the preparation and development of marketing materials relating to all development activities.
- Develops and administers the department budget to ensure expenses and revenue are within the budget.

- Understands and maintains compliance with all policies that affect donors particularly the Diocesan Gift Acceptance Policy, Canon 1262, and the Association of Fundraising Professionals Donor Bill of Rights.
- Performs other related duties as assigned.

## **Requirements**

### **Catholic Faith**

The current practice of the Catholic faith is required. Basilica employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals, or laws of the Catholic Church or the policies of the Diocese of Orlando.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education**

Bachelor's degree required in Business Administration, Nonprofit Management or Liberal Arts or similar degree, CFRE credential a plus. Requires 5 or more years of successful fundraising leadership in a complex corporate, academic and/or nonprofit setting. Bilingual in spoken/written English and Spanish is a plus.

### **Experience and Abilities**

- Possesses donor cultivation, stewardship and management skills.
- Possesses demonstrated ability to work in a church-related, as well as the service-oriented, environment.
- Possesses superior relationship and leadership skills.
- Fosters appropriate and ongoing communication with donors, pastors, school presidents and principals, and other key diocesan lay leaders and clergy leaders.
- Has proficiency with Microsoft Office; Blackbaud NXT and Luminate software preferred or other constituent/donor relationship management systems.
- Has strong decision-making ability.
- Is highly organized, accurate, and detail oriented.
- Able to map, manage and track projects that involve multiple stakeholders.
- Able to meet deadlines and set priorities.
- Works independently and takes initiative and participates as an effective team member.
- Possesses excellent written and oral communication skills as well as effective personal interaction, influence, and experience working with diverse groups.
- Remains flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality.
- Has strong customer service orientation.
- Knows or willing to learn digital, social media, and emerging online channels.
- Able to work evenings and weekends when necessary.

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