

CATHOLIC DIOCESE OF KALAMAZOO

215 N. Westnedge Avenue
 Kalamazoo, MI 49007
 269-349-8714 ext. 1352
 Fax: 269-349-1241
 www.diokzoo.org

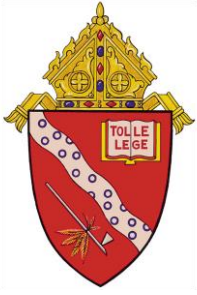
Job Title:	Foundation Director	Job Category:	Salaried
Department/Group:	General Secretariat	Reports to:	Moderator of the Curia & Bishop Bradley
Location:	Diocesan Pastoral Center	Travel Required:	Some travel required
Level/Salary Range:		Position Type:	Permanent Full Time

Job Purpose:

Motivated by the mission of the Diocese as articulated by our Bishop, under the direction of the Moderator of the Curia and while working with the Catholic Foundation of Southwestern Michigan Board of Directors, this position will lead and manage all aspects of the Foundation as well as lead and manage all Stewardship & Development initiatives for the Diocese of Kalamazoo by cultivating relationships with major donors, parishes and schools. This position requires exceptional interpersonal skills and the ability to communicate well with all levels of clergy and laity.

Major Responsibilities:

- Lead and manage the Catholic Foundation of Southwestern Michigan, including promotions and strategic planning.
- Lead and manage Stewardship & Development for the Diocese of Kalamazoo, including all aspects of the Bishop’s Annual Appeal, while working closely with the Diocesan CFO and Communications Dept.
- Work with the Foundation Board and provide regular updates on all activities and goals.
- Collaborate with the Foundation Board, Advisory Board and Finance Council to set priorities and the strategic plan for the Foundation in alignment with the fund development objectives of the Diocese.
- Identify and cultivate current and new donor relationships and encourage their involvement in and support of the Diocesan mission.
- Manage fundraising activities, including direct mailings, special events, donor relations and special campaigns.
- Responsible for prompt donor correspondence, gift acknowledgements, recognition and database management.
- Oversee national second and special collections.
- Stay current on philanthropy trends.
- Keep up to date on tax laws that affect charitable giving.
- Provide guidance and trainings to parishes for their Bishop’s Annual Appeal fundraising efforts.
- Provide guidance and trainings to all Catholic Schools within the Diocese on their fundraising goals (including any foundations and funds established for their benefit).
- Prepare accurate fundraising proposals, communications and donor/parishioner stewardship reports.



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- Serve as a liaison to Catholic Extension and other grant-making agencies, which includes communicating grant opportunities & coordinating submissions.
- Serve as a key member of the Bishop's Leadership Team (BLT).
- Serve as a key member of the Diocesan Investment Committee.
- Various projects as assigned.

Skills/Qualifications:

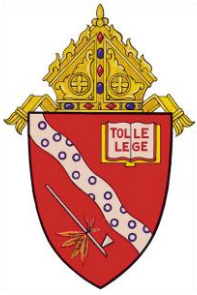
- Must be a Catholic in good standing with a strong desire to further the mission of the Church.
- Must be a team player.
- Must be detail & deadline oriented.
- Strong organizational skills required.
- Must possess a high degree of confidentiality and professionalism.
- Excellent verbal, written and interpersonal communication skills required.
- Must be able to travel to parishes & schools regularly, including evenings and weekends for events.
- Must be able to network and maintain business relationships with professionals.
- Proficiency in Microsoft Office required.

Experience:

- Bachelor's degree required. Master's degree and/or relevant professional certification preferred.
- Three to five years of experience as a development professional required.
- Three to five years of foundation experience required.
- Experience with annual appeals preferred.
- Experience in soliciting and securing major gifts.
- Experience with Raiser's Edge preferred.

Other:

- This job summary is intended to describe the functions and nature of work performed by the person assigned to this position. It is not intended to describe all responsibilities, duties and skills required. Regular, reliable attendance is an essential function, and all employees are required to follow any other job-related instruction and perform any other job-related tasks as requested by their supervisor.
- While performing duties, employee has to sit for long periods of time, answer telephone calls and use hands to complete tasks. The position also requires some standing, stooping, climbing stairs, and



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bending while filing.

- This position is located at the Catholic Diocese of Kalamazoo Pastoral Center and will require travel to other diocesan offices as required by position responsibilities and/or diocesan management. This position will be exposed routinely to typical office noise levels and/or exposure to various weather conditions.

Applications, cover letters & resumes should be submitted to: twachterhauser@diokzoo.org