



Archdiocese of Newark

Entering the
Third Millennium,
proclaiming in faith and love
the mission of
Christ the Redeemer!

OFFICE OF HUMAN RESOURCES POSITION DESCRIPTION

Position: Associate Director of Development, Archdiocese of Newark
Department: Office of Development and Stewardship
Reports To: Director of Development and Stewardship
Classification: Exempt

General Description

The Associate Director of Development, under the supervision of the Director of Development, will be an integral part of the Office of Development and Stewardship for the Archdiocese of Newark. The Associate Director of Development will serve a key role by assisting with the development of a major gift and planned giving program. Emphasis will be placed on developing skills and methods to identify, research, engage, cultivate, and solicit major gifts and planned gifts. The critical success factors of this position include providing strategic leadership in areas that support the Archdiocese's development efforts and goals, including the overall operations, prospect research and management, communications, procedures, and staff development.

Specific Duties/Responsibilities:

The following specific responsibilities are representative of duties required in this position. They may be unilaterally but reasonably changed based on the working environment and departmental needs.

Essential Position Responsibilities:

- Advance the mission of the ministries and entities within the Archdiocese through the appropriate implementation of development and fundraising vehicles with a focus on major gifts and planned giving.
- Meet regularly with the Director of Development to implement an appropriate development plan to reach fundraising goals. Collaboration with the development staff is also required.
- Develop and implement strategies for increasing and retaining major gift participation as well as maintaining and increasing the average gift.
- Identify, cultivate, and secure major gifts and planned gifts through collaboration with the Director of Development.
- Attend weekly staff meetings and report on progress.
- Attend parish-based and Archdiocesan meetings, which can occur on some evenings and weekends.
- Assist with identifying prospects to build a donor and major gift pipeline.
- Assist with the implementation of all development vehicles which includes and is not limited to major gifts, planned giving, increased offertory programs, the Annual Appeal and capital campaigns.
- Data management and analysis with the goal of maximizing fundraising efforts.
- Draft and prepare tailored correspondence for major gift and planned giving efforts.

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Major Gifts and Planned Giving

- Manage a major gift portfolio of individuals who have demonstrated the capacity and inclination to make gifts of \$10,000 or more.
- Implement formal and informal donor touchpoints to be recorded in Raisers Edge and donor records.
- Conduct an assigned number and targeted number of major gift visits per year.
- Secure gifts of \$10,000 or more for various development initiatives such as the Annual Appeal or special campaign efforts.
- Identify and cultivate major gifts through research and proper outreach to build a major gift pipeline.
- Assist with creating correspondence and marketing materials related to major gifts, planned giving and other Archdiocesan and development efforts.
- Coordinate major gift and planned giving events for purposes of stewardship, solicitation, and acknowledgement.
- In coordination with the Director of Development, develop and train key Archdiocesan staff in major gifts and planned giving efforts.

Donor Acknowledgement and Communications:

- Assist with developing accurate and timely mailings, gifts, and event lists in support of fundraising and stewardship objectives.
- Ensure proper acknowledgement of all gifts to the Archdiocese of Newark including thank you phone calls.
- In coordination with Director of Development and development staff assist with the creation and implementation of donor communications, newsletters, and annual report.

Special Events and Donor Stewardship Activities:

- In coordination with the Director and with the support of the development staff track participation in events for donor cultivation, stewardship, and solicitation.
- In coordination with the Director and with the support of the development staff Develop execute a calendar of cultivation and fundraising events, with supervised staff.

Other Duties Include:

- Achieve established fundraising goals.
- Assist in the implementation of new initiatives and strategies focusing on identified areas for future growth.
- Assist assigned parishes in their Annual Appeal efforts.
- Lead parish capital campaigns and increased offertory/stewardship programs when necessary.
- Continue to grow as a development professional through reading, workshops, and other learning opportunities.
- Maintain a current knowledge of best practices and trends in the field of fundraising and philanthropy.
- Submit detailed analytical and statistical reports during the year and during campaigns.
- Work with outside vendors related to direct mail, planned giving, events, and other areas as needed.
- Works with leadership team to coordinate, brand, and message special events.
- Other duties as assigned.

Qualifications/Skills

- Must be able to diagnose complex problems and identify solutions.
- Must possess outstanding organizational skills and be able to multi-task in a fast-paced environment.
- Must have excellent project and time management skills.
- Ability to exercise good judgement and demonstrate an understanding of ethics related to development activities, and ability to manage confidential and privileged information with discretion.
- Attention to detail a must.
- Commitment to an understanding of the mission of the Archdiocese of Newark and Catholic Church.
- Must be highly motivated, proactive, resourceful and adaptable.
- Must have excellent communication skills (both verbal and written).

Education and/or Experience

- Bachelor's degree required.
- Masters degree a plus in a related field such as finance, business, management, marketing.
- Strong understanding of fundraising.
- Three to five years professional work experience; development experience and managing a staff a plus.
- Capital campaign management and/or major gift portfolio management preferred.
- Driver's license with a clean driving record/reliable transportation required as driving is a necessity for visiting assigned parishes.
- Strong knowledge of Microsoft Office Suite.
- Experience with Raiser's Edge a plus.
- Fluency in Spanish is a plus.

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.