

DIOCESE OF SAN JOSE JOB DESCRIPTION

POSITION TITLE: Major Gifts Manager

LOCATION:	Chancery	FLSA STATUS:	Exempt
DEPARTMENT:	Stewardship & Development	SALARY GRADE:	_____
REPORTS TO:	Director for Stewardship and Development	FULL OR PART TIME:	Full-time
DATE UPDATED:	April 11, 2023		

POSITION SUMMARY:

The Major Gift Manager will work in partnership with the Director of Stewardship & Development to develop and implement the Diocese of San José major gift programs. Responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate the Diocese of San José mission is vital.

The incumbent reports to the Director for Stewardship and Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (and other duties as assigned):

Vision, Strategy, and Leadership:

- Working with the support of the Director of Stewardship & Development will guide the strategic plan development for new major donor cultivation,
- Research and identify prospects for funding opportunities among major gifts prospects and provide input to online strategies and other tactics to raise funds from the existing public support base of the Diocese of San José.
- Develop funding pitches and donor communications.
- Assist with relationship building with strategically aligned partners.
- Develop and maintain key long-term relationships with donors and prospects.
- Facilitate meetings between the Director of Stewardship and Development and established and prospective donors.
- Provide input to the structure, implementation, and ongoing management of the Donor Perfect system database.
- Manage volunteers and support staff to assist with all fundraising activities, record keeping, and reporting.
- Strategically engage diocesan development board members, staff leadership, and current donors in peer prospecting identification, visits, and closings.
- Routinely network with corporate executives and high-net-worth individuals for the purpose of cultivating personal relationships and developing personal giving.

Finances and Operations:

- Provide assistance in the development of the annual stewardship calendar for each of the locations and ensure that stewardship programs are aligned with the DSJ Stewardship Manual.
- Create a stewardship support tracking report system and submit these reports to the Director for Stewardship and Development.
- Track campaigns and report updates to the Director of Stewardship and Development and diocesan leadership.
- Collect stewardship best practices and share these across the various DSJ locations.

Collaboration and Communication:

- Provide inputs in the development of a comprehensive engagement and communications strategy that aims to proactively maintain high engagement in all stewardship programs and drive its execution.
- Responsible for reviewing and approving all outgoing communications, print materials, standards for professionalism, and training of operations staff in these areas to provide the highest customer service to our partners, pastors, priests, deacons, parish leadership, school leadership, donors, and potential donors.
- Work closely with the Grant Writer and Schools Development Directors to establish Data System report needs.
- Serve as the primary point of contact for clergy and lay leaders for questions or guidance truly understand the DSJ Stewardship Manual. Help address questions, resolve issues and, over time, serve as a trusted stewardship success partner.

REQUIRED SKILLS/ABILITIES:

- Excellent interpersonal skills with a proven ability to effectively build collaborative working relationships across all levels of a complex organization.
- Effective verbal and written communication skills
- Ability to make impactful presentation addressed to varied audiences.
- Outstanding project management, analytical and organizational skills including a keen attention to detail and ability to deliver on time while balancing multiple priorities.
- Must be able to effectively prioritize tasks and work within deadlines.
- Must have the ability to produce clear documentation.
- Good judgment, flexibility, customer-service orientation, and a positive team attitude.
- Collaborative, conscientious, and results oriented.
- Demonstrated ability to support a community of diverse perspectives and cultures in an inclusive environment.

SUPERVISION:

- This position does not directly supervise anyone but needs to work collaboratively with location leaders, community leaders, and donors.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability or physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and/or Experience:

- Bachelor's degree or equivalent work experience required.
- A minimum of seven years of directly related experience in fundraising, donor relations, and/or development communications, ideally in a non-profit faith-based organizations.
- Experience working in the major and principal gifts development space—either in a fundraising, communications, or donor engagement capacity—is required.

Leadership Skills:

- Must be strong believer of stewardship
- A mission-driven understanding of the Church's vision for lifelong faith formation and a commitment of service to parishes and schools.
- A commitment to foster open communication and build a cohesive team, working across departments to fulfill the Mission of the Church.
- Ability to provide training and/or teach these skills in parish/school leaders.
- Mentorship of volunteers in their development of stewardship of the parish to accomplish its mission.
- Ability to build and lead groups.
- Ability to prioritize work according to milestones and deadlines.

Language Skills:

- Excellent verbal and written communication
- Excellent people skills
- Proficiency in composing reports, correspondence and letters and in publishing newsletters;
- Ability to develop and facilitate workshops, training and presentations; ability to read and understand Church documents.
- Bilingual in Spanish is preferred.

Technical Skills:

- Excellent written, verbal communication and presentation skills.
- Computer and electronic communication skills.
- Ability to travel locally regularly and nationally on occasion.

Physical Demands: This job operates in a professional office environment which may require:

- Sitting, standing, walking, reaching, lifting, repetitive motion, bending, stooping, crouching, climbing, stretching, twisting.
- Lifting 10 lbs. in compliance with safety standards.
- Operating standard office equipment such as copiers, fax machines, personal computer, and telephone
- Level of vision, hearing, speaking.

Other Requirements:

- Demonstrate mature personal awareness for developing healthy and constructive relationships
- Enthusiastic and outgoing personality with a focus on building relationships
- Build relationships quickly and interact with people involved in parish and school ministries
- Self-motivated, creative, and engaging
- Able to work evenings and weekends, as required.
- Must be a practicing Catholic and possess a thorough knowledge of the Catholic Church, its structures, and systems.