



DIOCESE OF MANCHESTER
The Catholic Church in New Hampshire

MAJOR AND PLANNED GIFTS OFFICER

Manchester, NH • Development & Communications

FLSA: Exempt, Full Time

SECRETARIAT: Development & Communications

ACCOUNTABILITY:

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire. This position reports directly to the Cabinet Secretary of Development and Communications and supports the Bishop in achieving his mission and vision through fundraising.

POSITION OVERVIEW

The Major and Planned Gifts Officer will identify and engage major and planned donor candidates in the mission and vision of the Catholic Church in New Hampshire so that resources are secured to enable it and major donor candidates feel deeply invested and engaged in that mission. The Major and Planned Gifts Officer plans and implements activities that result in receiving large donations and legacy gifts. The MPGO meets with donors and prospects to qualify, cultivate, solicit, and steward planned and major gifts, working as part of a collaborative team across the departments and programs of the Diocese. The MPGO will be responsible for managing the major gift program and spearheading a planned giving initiative for Catholic parishes and the Diocese. Significant time is expected to be spent visiting with, cultivating, soliciting, and stewarding donors and prospects.

ESSENTIAL JOB FUNCTIONS

1. Major Gifts

- Assume responsibility and accountability for major donor caseload of ~250
 - Enable donors to accomplish their philanthropic goals for and to the Church in New Hampshire
 - Make direct, face-to-face solicitations, and assist the Bishop and other leadership staff including pastors or principals with their solicitations (e.g., provide portfolio development support, strategic counsel, and help with donor communications)
 - Create and execute moves management plans for each donor so that the individuals are retained and upgrade
 - Ability to use referrals, networking, and research to grow a portfolio of major donors
 - Create offers, proposals, and donor agreements to secure gifts from donors in caseload
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- Manage systems and software to track and cultivate donors and prospects, including diocesan donor database and wealth screening tools
 - Ensure major gift stewardship: secure information and report to donors on how their gift was used; follow up with thank you notes to donors for gifts, meetings, etc.



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- Collaborate with Office of Communications as needed to develop marketing materials for solicitation and cultivation; including creating and building recognition society
- Collaborate with the Office of Development and development team members on fundraising events for or including major donors
- Attends and represents the Diocese of Manchester at events as needed

2. Planned Giving

- Collaborate with Cabinet Secretary for Development and Communications to develop planned giving program including setting policies and priorities
- Create and implement diocesan stewardship efforts that support parishes and locations in developing their legacy gifts
- Work collaboratively with pastors and clergy, staff and lay leaders, and other diocesan offices and ministries when appropriate to support parishes and locations with successful planned giving workshops and other capital fundraising strategies and goals
- Oversee internal coordination of planned gifts to the Diocese; including tracking of dates, filing, and informing leadership of actions needed
- Build effective working relationships with attorneys, estate planners, trust officers, financial advisors, and other professionals involved in providing services to donors

Requirements

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED

1. Bachelor's/Master's degree or equivalent years relevant experience required
2. Minimum of four years of professional experience in philanthropy
3. Experience in closing major gifts of \$15,000+
4. Outstanding communication skills including ability to express organizational needs and ideas in clear and effective manner to internal and external audiences
5. Organized individual who pays attention to detail and fully follows through with commitments
6. Ability to manage a portfolio of donors through the moves management process from identification to stewardship
7. Practicing Catholic with a strong understanding of Catholic Church structure and hierarchy
8. Proficiency in Microsoft Office necessary and working knowledge of Raiser's Edge a plus

ENVIRONMENT:

1. Office or cubicle in clean, well-lit and environmentally comfortable area
2. Approximately eighty percent of time spent in Diocesan Administration building; twenty percent visiting constituents, parishes, or attending meetings at other facilities
3. Occasional lifting and carrying of objects up to ten pounds
4. Frequent hand manipulation in the use of office equipment, processing of paperwork, etc.; minimal physical activity such as twisting, bending, kneeling required
5. Other physical activity generally limited to moving from one area to another within the building for approximately one hour per workday

Salary Description

75,000 - 90,000

TO APPLY: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1817304>