

Catholic Diocese of Arlington Executive Director, Development

POSITION SUMMARY:

The Office of Development's primary purpose is one of service and fundraising. These efforts include working closely with the Bishop, senior diocesan staff, pastors, parishioners and community members to increase giving to the Catholic Diocese of Arlington and Catholic Charities of the Diocese of Arlington and their various ministries, programs, and entities.

The Office assists with programs that encourage financial giving and stewardship from parishioners to meet operational and capital needs and financial resources for ministries, programs and services of the Diocese, parishes, schools, and Catholic Charities of the Diocese of Arlington. The Office also provides professional and technical fundraising consultation and support to parishes, schools, institutions and organizations of the Catholic Diocese of Arlington and Catholic Charities of the Diocese of Arlington

The Executive Director develops and articulates a vision for development that meets the financial needs of the Catholic Diocese of Arlington and Catholic Charities of the Diocese of Arlington, directs all the major fund-raising programs, and serves as the lead for major gift cultivation.

PRINCIPAL DUTIES:

- Directs the office staff and following programs: annual appeal, planned giving, major gifts, diocesan capital campaign, and parish offertory programs for the Catholic Diocese of Arlington and Catholic Charities of the Diocese of Arlington. Responsibilities include strategic planning in consultation with the Stewardship and Development Committee; setting operational and program goals; developing program elements; designing, producing and distributing support materials; and providing training, consultation, and support to those in our parishes, schools, ministries, and programs with development-related responsibilities.
- Directs the staff support for operation of the Foundation for the Catholic Diocese of Arlington; works with parishes, schools, ministries, and other entities within the Catholic Diocese of Arlington to complement their efforts in securing long-term and strategic philanthropic support.
- Directs the staff fundraising support of the Diocese of Arlington Scholarship Foundation; works with donors, pastors, heads of schools, and principals in raising funds for scholarships to low-income students.
- Directs development-related communication initiatives (in collaboration with the diocesan Communications Office) which ensure consistency in messaging and enhancement of the image of the Catholic Diocese of Arlington and Catholic Charities of the Diocese of Arlington; encourages, informs, and educates parishioners on stewardship and increases their support of funding initiatives.
- Oversees the pledge accounting, redemption, and acknowledgement process to ensure the maximum collection of all donations for which the Office of Development is responsible.
- Advises pastors, heads of schools, principals, finance councils, program directors and others involved in development efforts on stewardship and development initiatives.
- Prepares and delivers regular progress reports in all development efforts, including annual giving, planned giving, and major gifts.

- Participates in top-level fundraising initiatives, including major gift cultivation; creates donor contact strategies; maintains relationships with significant donors before and after gifts are made.
- Stays current with tax laws and IRS rulings that affect charitable giving.
- Establishes departmental goals, objectives, and operating procedures.
- Selects, develops, evaluates, and leads a team of development professionals that is widely acknowledged as an effective and responsive group.
- Develops, tracks, and controls the office operating budgets.

QUALIFICATIONS:

- Knowledge/Skills:
 - In-depth knowledge of church structure and organizational and operational procedures
 - Working knowledge of the principles and practices of charitable giving/fundraising
 - Strong leadership and management skills
 - Ability to organize, create and implement fundraising efforts using sound, but innovative and creative, marketing techniques
 - Ability to develop, manage, and evaluate programs that align individual program goals with strategic goals and objectives and to formulate recommendations to improve program delivery and management
 - Strong interpersonal relations skills with a demonstrated ability to build relationships and work collaboratively with diverse groups of people
 - Excellent written and verbal communication skills, including the ability to write compelling donor communications and marketing materials
 - Demonstrated facilitation and presentation skills
 - Working knowledge of fundraising software and donor databases
 - Ability to create basic documents, spreadsheets, presentations, and emails using MS Word, Excel, Power Point and MS Outlook.
 - Ability to apply critical thinking to solve problems in an everyday work setting
 - Active listener
 - Ability to articulate ideas clearly, concisely, and professionally both orally and in writing
 - Ability to work collaboratively, foster teamwork and address conflict as it arises
 - Ability to work independently as well as in a team
 - Must be a fully initiated and practicing Catholic able to participate in the full sacramental life of the Church
- Education Required: Bachelor's degree in non-profit management, business administration, or related field or equivalent degree and experience
- Licenses/Certifications: Valid driver's license must be maintained at all times.
- Years and Types of Experience: Eight to ten years' experience in development with a Catholic diocese or other not-for-profit entity with a proven track record of success in managing annual appeals, capital campaigns, or other development programs and performing major gift cultivation; experience managing a team of fundraising professionals required.

Compensation includes a competitive salary and benefits, including a pension plan. For more information and to apply, please visit: www.arlingtondiocese.org/human-resources/employment-opportunities/