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POSITION DESCRIPTION

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

General Description

The Associate Director of Development, under the supervision of the Executive Director of Development and Stewardship, will be an integral part of the Office of Development and Stewardship for the Archdiocese of Mobile. The Associate Director of Development will serve a key role by assisting with the development of a planned giving program and stewardship efforts for the archdiocese. 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 archdiocesan development and stewardship efforts and goals, including the overall operations, prospect research and management, communications, procedures, and parish support.

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 parishes within the archdiocese through the appropriate implementation of fundraising vehicles with a focus on planned giving and stewardship efforts.
- Meet regularly with the Executive Director of Development and collaborate with the development team to implement a plan to reach fundraising goals.
- Provide consultation and training services for Catholic stewardship, assisting parishes with stewardship education and awareness, including the development of stewardship newsletters and social media content for parishes.
- Develop and implement strategies for increasing and retaining major gifts as the average gift.
- Identify, cultivate, and secure major gifts and planned gifts through collaboration with the Executive Director of Development.
- Attend parish-based and Archdiocesan meetings, which can occur on some evenings and weekends throughout the archdiocese.
- Assist with identifying prospects to build a donor and major gift pipeline.
- Assist with the implementation of all development vehicles which include and is not limited to major gifts, planned giving, stewardship programs, annual appeals 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.

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 on donor records in Raisers Edge.
- 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 annual appeals or special campaign efforts.
- Identify and cultivate major gifts through research and proper outreach.
- 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 Executive 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 and entry of all gifts to the Archdiocese of Mobile including thank you phone calls.
- In coordination with Director of Development 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 team track participation in events for donor cultivation, stewardship, and solicitation.
- In coordination with the Director and with the support of volunteer committees execute a calendar of cultivation and fundraising events.

Other Duties Include:

- Assist in the implementation of new initiatives and strategies focusing on identified areas for future growth.
- Lead stewardship programs.
- 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.
- Work with leadership teams to coordinate, brand, and message special events.
- Other duties as assigned.

Qualifications/Skills

- Experience with non-profit development practices, annual fund drives, and/or capital campaigns.
- Strong interpersonal skills in developing relationships with donors.
- Must be able to plan, organize, and execute fundraising activities; create brochures and written materials.
- Must be able to diagnose complex problems and identify solutions.
- 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.
- Must be highly motivated, proactive, resourceful, and adaptable.
- Must have excellent communication skills (both verbal and written).
- Highly detail oriented with exceptional organizational, analytical and time management skills.
- Ability to work in a collaborative environment with colleagues and volunteers.
- Commitment to understanding the mission of the Archdiocese of Mobile and the Catholic Church.

- Must be a Roman Catholic in good standing with the Church.
- Abides by Catholic principles in professional and private life and governs professional and private life in strict accordance with Catholic morals and principles to demonstrate complete adherence to Catholic moral strictures.
- Willingness to work with a very flexible schedule, including occasional evenings and weekends; and to travel throughout the archdiocese.

Education and/or Experience

- Bachelor's degree required.
- Strong understanding of fundraising and Catholic Stewardship.
- Three to five years' professional work experience; development experience a plus.
- Capital campaign management and/or major gift portfolio management preferred.
- Driver's license with a clean driving record and reliable transportation required as driving is a necessity for visiting assigned parishes and donors.
- Ability to operate a personal computer and knowledgeable in Microsoft Office programs and database applications, proficient in Excel.
- Experience with Raiser's Edge a plus.

Physical Demands

- To perform the essential tasks, duties, responsibilities of the position, the employee is required to regularly perform all the required activities listed in the section below.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The employee must frequently lift and/or move up to 10 pounds.
- The employee must occasionally lift and/or move up to 20 pounds.
- The employee must be willing to drive to activities throughout the archdiocese.

Required Activities

Sitting; Standing; Walking; Stooping; Kneeling; Crouching; Crawling; Climbing; Balancing; Reaching; Lifting; Carrying; Handling; Keyboarding; Speaking; and Hearing.

Other Requirements

- This is a full-time, 35 hours per week, exempt position which is ineligible for overtime pay after 40 hours worked in a standard workweek.
- The Associate Development Director will be held to the standards of the Protection of Minors and Adults guidelines of the Catholic Archdiocese of Mobile.
- Must be willing to submit to background checks, including a criminal history background check.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.