

Roman Catholic Diocese of Reno

Job Title: Director of Advancement
Department: Stewardship and Development
Reports to: Bishop Mueggenborg

The Diocese of Reno Director of Advancement will be responsible for creating and executing the Diocese's donor relations and capital raising strategies. The Director will oversee fundraising efforts that involve the identification, cultivation, solicitation, and stewardship of major and planned gifts.

This individual will play a key role in securing essential resources to support our mission. The ideal candidate will be a highly motivated and resourceful individual with excellent communication, relationship-building, event-planning, and marketing skills.

The role requires someone who is highly analytical, strategic, detail-oriented, and thinks creatively. The position entails managing and overseeing all aspects of running a development division, with the communication and skills to ensure operational and financial success.

Job Responsibilities:

- Responsible for the creation, implementation, and expansion of:
 - the strategic advancement plan (in close collaboration with the DOR leadership team)
 - existing activities and events to raise capital for DOR's mission-driven initiatives
 - new funding opportunities with active and potential donors
- Maintain routine connections and strong relationships with key funding partners and peer organizations
- Engage with internal and external advisory boards, cabinets and committees
- Generate development communications content as well as marketing and branding pieces
- Cultivate relationships with individual donors, foundations, and corporate sponsors
- Understand and represent to donors the full array of gift vehicles available including: outright gifts, pledges, trusts, bequests, gifts of stock or property, etc.
- Track and analyze fundraising data to measure progress and inform future strategies

- Generate and distribute acknowledgement letters and end-of-year tax documents as applicable
- Catholic Service Appeal (CSA)
 - Develop, monitor and maintain a time line for the CSA campaign
 - Drive CSA materials and education to aid goal
 - Design and coordinate the distribution of all CSA materials and information
 - Train and consult with pastors, pastoral administrators, parish staff and CSA chairpersons as needed to carry out the functions of the CSA
 - Maintain the appeal donor's data base which identifies donors that could be instrumental in directing funds to the mission of the church
 - Collaborate in the cultivation of new donors and maintain relationships with current donors
- Catholic Foundation of Northern Nevada
 - Oversight of the Catholic Foundation of Northern Nevada
 - Participate in the management of funds, collaborate with involved parties

Qualifications:

- Bachelor's degree is required and a minimum of 6 years of experience in fundraising, admissions, event-planning, grant writing, or related fields is preferred.
- An understanding of donor constituent database systems
- Proficient with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and the Google Suite for Education (Google Docs, Google Sheets, etc.).
- Experience with diverse communities and stakeholders
- Excellent communication skills (oral and written)
- Experience in writing and obtaining grants (preferred)