



Parish Fundraising and Stewardship Officer

Catholic Community Foundation of the Diocese of Richmond

The Catholic Community Foundation of the Diocese of Richmond is seeking a **Parish Fundraising and Stewardship Officer**.

Summary/Purpose: The Parish Fundraising and Stewardship Officer is a dynamic fundraising professional who works closely with parishes on offertory support, planned giving, donor stewardship, and capital campaigns. This role serves to maximize the short-term and long-term philanthropic potential of parishes to realize greater impact in parish life and the communities in which they minister. Serving in multiple regions throughout the territory of the Diocese of Richmond (the state of Virginia except Northern Virginia), this position offers the opportunity to make an incredible impact on mission in partnership with pastors, volunteers, and donors while utilizing and growing personal leadership skills.

Responsibilities and Tasks:

1. Coordinates and oversees all aspects of capital campaign fundraising and operations at the parish level including feasibility studies, campaign pre-planning, solicitation, and post-campaign communications.
2. Consults with parishes to increase annual offertory as well as year-round stewardship efforts aimed at recognition and educating parishioners about the impact of their donations. Works with parishes on collections aimed at building parish capacity for special projects (such as building maintenance or ministry enhancement).
3. Conducts a planned giving program in parishes of various sizes to educate parishioners about the ways they can support their parishes through planned giving as well as the impact planned gifts can have for generations to come.
4. Assists parishes in major gift opportunities for short-term or long-term needs which could include soliciting individuals in partnership with the pastor and/or conducting donor research to determine prospect capacity.
5. Works with specific parishes on ensuring successful Annual Diocesan Appeal efforts as requested.
6. Travels to parishes to provide on-site leadership, guidance, and support regarding philanthropic matters as requested.
7. Attends regional and national conferences to advance understanding of fundraising/stewardship best practices.
8. Performs other fundraising-related duties as assigned.

Working Conditions: The position of Parish Fundraising and Stewardship Officer is a full-time position. Office hours are Monday – Friday, 8:30 a.m. – 4:30 p.m., with an hour for lunch anytime between noon and 2:00 PM. Frequent travel throughout the State of Virginia (except Northern Virginia) should be expected.

Qualifications:

1. Bachelor's degree and 5+ years of demonstrated experience in the field of professional fund development are required (experience working on capital campaigns is preferred).
2. Fluency in English and Spanish is preferred.
3. Outstanding organizational skills, ability to adapt quickly to new and varied professional environments, and ability to manage multiple tasks simultaneously are required.
4. A comprehensive knowledge of computer software applications including the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) is required. Experience with Blackbaud's Raiser's Edge database solution is preferred but not required. Strong computer skills are required.
5. Exceptional interpersonal skills and ability to work collaboratively with all levels of staff, volunteers, donors, and prospective donors are required.

6. Extremely strong communication skills (including storytelling ability and public speaking skills), strong work ethic, and high integrity are necessary.
7. Must be able to travel frequently, serve in a full-time capacity, and be available as needed during occasional nights and weekends.
8. A background in and appreciation of the Catholic Church and its teachings is preferred.

Summary

Interested candidates should submit a cover letter of interest, resume and full application.

For any questions, please contact Kelly Shumate, HR Generalist / Recruiter at jobs@richmonddiocese.org

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The Catholic Diocese of Richmond is a great place to work. As a diocese, we are a family-oriented and faith-centered group of individuals who welcome the diversity of our people and actively focus on creating a comfortable and productive workplace. We have a long-standing commitment to justice in the workplace, and we are proud of our employment practices that serve over 2,700 lay and religious employees, employers and clergy serving in the Pastoral Center, parishes, schools, and other agencies.

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