

Position Title: Catholic Philanthropic Advisor – United Catholic Appeal

Status: Full Time, Exempt

Reports to: Director of Stewardship and Development

Supervises: None

Job Summary

The Catholic Philanthropic Advisor is responsible for cultivating, soliciting, and stewarding major and planned gifts in support of the ministries of the Archdiocese of Indianapolis. This role plays a key part in advancing the mission of the United Catholic Appeal by aligning donor interests with ministry needs and fostering a culture of gratitude and generosity.

Key Responsibilities

- Manage a portfolio of donors and prospects to secure major and planned gifts.
- Develop and implement donor engagement strategies, including events and outreach.
- Collaborate with colleagues to promote a unified fundraising vision across the archdiocese.
- Maintain accurate records and track donor interactions using Raiser's Edge.
- Provide guidance and support for planned giving initiatives and donor inquiries.
- Stay current on fundraising best practices and legal requirements.

Qualifications

- Practicing Catholic in good standing and active member of the Church.
- Bachelor's degree required; advanced degree or certification preferred.
- Minimum of three years of experience in fundraising, development, or related fields.
- Strong interpersonal, communication, and organizational skills.
- Proficiency in Microsoft Office and donor management systems (e.g., Raiser's Edge).
- Ability to travel and work flexible hours as needed.
- Must pass background screening and complete Child Safety Training.

To Apply: Send a cover letter and resume to Jolinda Moore, Executive Director of Stewardship and Development, at jmoore@archindy.org.