

Director of Major and Planned Giving - Archdiocese of Washington

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Job Category: Education

Requisition Number: DIREC002941

Posted: February 27, 2026

Full-Time

On-site

Salary: \$140,000 USD per year

Archdiocesan Pastoral Ctr
Hyattsville, MD 207823447, USA

Job Details

Description

The mission of the Catholic Archdiocese of Washington is to spread the light of the Gospel of Jesus Christ to the world. In the faithful pursuit of this mission, the archdiocese is seeking a Director of Major and Planned Giving. This outward-facing role will be responsible for supporting archdiocesan fundraising efforts through building relationships with current and prospective major and planned giving donors, as well as private foundations. The Director will report to the Secretary for Stewardship.

Duties and Responsibilities

- Develop and manage a portfolio of 75-100 donors to grow personal engagement with the archdiocese, as well as securing increasing levels of financial support.
- Support leadership and major gift cultivation, solicitation, and stewardship activities of Archdiocesan leadership, including the Cardinal and Secretary for Stewardship.
- Design, implement, and coordinate a comprehensive donor relations program appropriately and consistently promotes engagement with – and recognition of – all donors, with an emphasis on major gift level (\$10,000+) donors, as well as planned giving donors, prospects and foundations relations.
- Work closely with the Stewardship team to set goals, drive and monitor activities, and evaluate results to ensure that departmental and operating requirements are met and are in line with the needs and mission of the archdiocese.
- Collaborate with the Director of Appeals and Director of Stewardship to ensure coordination with the Annual Appeal, parish offertory and capital campaign plans.
- Sustain positive and mutually rewarding relations between the archdiocese and its individual and public/private foundation donors through the implementation of a prospect management system from identification/qualification, cultivation to solicitation and stewardship.
- Develop strategies to market the Planned Giving program (Ave Maria Legacy Society).
- Keep abreast of new practices in donor relations and stewardship, donor-engagement metrics, stewardship analytics, and higher education philanthropy.

Requirements

Knowledge, skills and abilities

- Practicing Catholic who supports the teachings of the Catholic Church.
- Excellent written and oral communication skills.
- Effective collaborator with strong interpersonal, communication, and donor relations skills.
- Ability to handle multiple tasks under time sensitive deadlines.
- Ability to handle confidential and sensitive information.
- Ability to work effectively with minimal supervision.

Education and Experience

- Bachelor's Degree in fundraising, nonprofit management, communications, business administration, finance, or related field.
- Certified Fund-Raising Executive (CFRE) credential and/or professional fundraising certifications/designations relating to gift planning, such as the Chartered Advisor in Philanthropy, Certified Specialist in Planned Giving or Certified Gift Planning Professional a plus.
- A minimum of eight years' professional and successful management of a major gift and planned giving caseload, preferably within an arch/diocese or a chapter-based not-for-profit environment.
- A minimum of four years of management experience in leading major and planned giving programs including management of staff.
- Experience in cultivating trust with high net-worth stakeholders.
- Experience with gift planning, including wills, trusts, retirement plan gifting, life insurance gifting and charitable gift annuities.
- Expert ability to organize fundraising activities effectively, prioritize prospects, and participate in high-level gift discussions
- Experience using fundraising software to manage donor data.

- Experience in developing and managing budgets.
- Reliable transportation – this role requires 50% or more travel throughout the Archdiocese of Washington.
- Proficiency in Microsoft Office Suite: (Word, Excel, Outlook, and PowerPoint)

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

- The physical demands required are representative of those that must be met by an employee to perform the essential functions of this position. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands to handle documents and type on a keyboard; and reach with hands and arms.
- Extensive local travel (50% or more per week) to parishes, schools and ministry sites in the Archdiocese of Washington is required and expected.

The salary for this role is \$125,000 to \$140,000 with outstanding benefits

Please forward your resume and letter of interest to: simboskim@adw.org

Equal Opportunity Employer

This employer is required to notify all applicants of their rights pursuant to federal employment laws. For further information, please review the Know Your Rights notice from the Department of Labor.