

**Job Title:** Major Gifts Officer

**Reports to:** Chief Stewardship and Development Officer

**Location:** Office of Stewardship and Development, Archdiocese of Philadelphia

**FLSA Status:** Full-Time, Exempt

**EEOC Classification:**

The Archdiocese of Philadelphia and its entities are Roman Catholic religious organizations, and all employees are expected to respect and conduct themselves in accordance with the values, teachings, and morals of the Roman Catholic Church.

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### **About the Church of Philadelphia**

The Church of Philadelphia serves a community of over 1.4 million Catholics across Bucks, Chester, Delaware, Montgomery, and Philadelphia counties. The Office of Stewardship and Development is dedicated to fostering a culture of stewardship, promoting philanthropic support, and securing the financial resources necessary to sustain the mission and ministries of the Church. This position will support innovative initiatives to create encounters with Christ, foster joy and peace, and cultivate faith, hope, and love for all in our community. If you are seeking a challenging role with purpose, impact, and consequence, we invite you to join us.

### **Position Summary**

The Archdiocese of Philadelphia seeks a highly experienced, mission-driven advancement professional to serve as Major Gifts Officer within the Office of Stewardship and Development.

Reporting to the Chief Stewardship and Development Officer, the Major Gifts Officer is responsible for identifying, cultivating, soliciting, and stewarding significant philanthropic gifts from individuals and families in support of the mission and strategic priorities of the Church of Philadelphia. This role manages a portfolio of major and principal gift prospects and plays a critical role in supporting the Archbishop's fundraising efforts, serving as a key connector, strategist, and steward of high-capacity donor relationships.

The Major Gifts Officer will be a central contributor to capital campaign preparation and execution, working closely with the Archbishop, senior leadership, and advancement colleagues to build trust, deepen engagement, and secure leadership-level gifts, including planned and legacy gifts, that advance the long-term vitality of the Archdiocese.

### **Duties and Responsibilities**

- **Major Gifts Strategy & Donor Portfolio**
  - Develop and implement individualized major gift strategies to identify, cultivate, solicit, and steward donors capable of making significant philanthropic commitments
  - Manage a portfolio of major and principal gift prospects, ensuring a highly personalized, mission-driven, and pastoral approach to donor engagement

- Prepare and present compelling gift proposals that align donor philanthropic interests with Archdiocesan priorities and initiatives
- Track donor interactions, moves management activity, and progress toward goals using Blackbaud Raiser's Edge as the system of record
- **Archbishop Engagement & Relationship Stewardship**
  - Serve as a key partner to the Archbishop in identifying, cultivating, and stewarding high-capacity donors
  - Support and coordinate donor meetings, calls, visits, correspondence, and follow-up on behalf of the Archbishop
  - Ensure thoughtful preparation, briefing materials, and follow-through related to Archbishop-facing donor engagements
  - Help steward long-term relationships between donors and the Archbishop that are grounded in trust, gratitude, and shared commitment to the mission of the Church
- **Planned Giving and Long-Term Philanthropy**
  - Possess and apply a strong understanding of planned giving and legacy giving vehicles, including bequests, beneficiary designations, charitable trusts, and other deferred gifts
  - Identify and cultivate donors whose philanthropic goals align with long-term or legacy giving opportunities
  - Collaborate closely with stewardship, finance, legal, and advancement colleagues to support planned gift conversations and documentation
  - Help advance a culture of legacy giving that supports the long-term financial sustainability of the Archdiocese
- **Capital Campaign and Strategic Initiatives**
  - Play a central role in capital campaign readiness and execution, including prospect identification, leadership gift strategy, and donor cultivation
  - Collaborate with advancement leadership to align major gift strategies with campaign priorities, timelines, and goals
  - Support campaign-related donor engagement, solicitation planning, and stewardship activities
  - Contribute to special initiatives and priority projects as assigned
- **Collaboration and Advancement Integration**

- Work closely with the Chief Stewardship and Development Officer and advancement colleagues to integrate major gifts with annual giving, stewardship, and campaign strategies
- Collaborate with parish leadership, clergy, and key stakeholders to identify donor prospects and strengthen philanthropic relationships across the Archdiocese
- Partner with Communications and Marketing to ensure donor-facing materials are mission-centered and appropriately tailored for major and principal gift audiences
- Adhere to the highest ethical standards in fundraising, ensuring transparency, integrity, and alignment with Catholic values

### **Qualifications**

- Bachelor's degree required; advanced degree preferred
- Minimum of 7–10 years of progressive experience in major gift fundraising, preferably within a faith-based, nonprofit, or educational institution
- Demonstrated track record of securing six- and seven-figure gifts from individual donors
- Strong working knowledge of planned giving principles and vehicles
- Exceptional interpersonal skills with the ability to build trust and rapport with high-capacity donors and senior leaders
- Excellent written and verbal communication skills, including the ability to deliver compelling proposals and presentations
- Strong organizational and strategic planning skills, with the ability to manage a complex donor portfolio
- Demonstrated proficiency with Blackbaud Raiser's Edge or comparable donor management systems
- High degree of discretion, professionalism, and sound judgment
- Deep commitment to the mission, values, and teachings of the Roman Catholic Church

### **Working Conditions**

- Full-time position with flexible office hours and frequent evening or weekend donor engagements
- Frequent travel within the Archdiocese of Philadelphia for donor meetings, events, and site visits

### **Physical Requirements**

- The employee is occasionally required to stand, walk, sit, use hands to handle objects or controls, reach with arms, climb stairs, and talk or hear. Must occasionally lift or move office products and supplies up to 25 lbs.

### **Compensation and Benefits**

- Competitive salary commensurate with experience.
- Health, dental, and vision insurance.
- Paid time off, including vacation, sick leave, and holidays.
- Opportunities for professional development.

### **Click Here to Apply**

This job description outlines the essential responsibilities, qualifications, and skills required for the position. It is not exhaustive, and additional tasks may be assigned as needed. All offers of employment are conditioned upon clear criminal history background checks, PA Child Abuse History, PA Criminal History, FBI fingerprinting, and reference checks.