

CATHOLIC FOUNDATION
POSITION DESCRIPTION

POSITION TITLE **DEVELOPMENT/MAJOR GIFTS OFFICER**

REPORTS TO **FOUNDATION EXECUTIVE DIRECTOR**

FULL TIME **EXEMPT**

The duties of this position meet the stated FLSA criteria which qualify for the administrative exemption.

OBJECTIVE

Establish new and strengthen existing relationships with major gift prospects and donors, and diocesan clergy. The Officer will need to be comfortable working in a fast-paced, complex setting, managing multiple projects, and functioning in a high performing, results-oriented environment.

MAJOR RESPONSIBILITIES

1. Specific responsibilities include the following:
 - a. develop and maintain a comprehensive understanding of the fundraising case for support for assigned Catholic schools and ministries
 - b. manage a portfolio of assigned prospects; develop and implement cultivation and solicitation strategies leading to major gifts
 - c. initiate and coordinate the preparation of proposals, solicitation letters, and other development-related correspondence
 - d. identify prospects and evaluate giving potential
 - e. prepare weekly, monthly and annual performance reports
 - f. contribute to the marketing and communications plan for major gifts
2. Meet or surpass fundraising goals assigned
3. Collaborate with ministry leadership and Foundation colleagues to determine strategic fundraising plans and goals
4. Contribute insight from annual fund metrics and alumni reports to develop cultivation strategies and programs for major gifts and capital projects

5. Communicate with other diocesan schools and ministries to share ideas and best practices
6. Exercise discretion and confidentiality; uphold the AFP Donor Bill of Rights and Code of Ethical Standards
7. Occasional travel and overnight stays

Qualifications

Education: Bachelor's degree required

- five to ten years of directly related experience
- excellent computer, written and verbal communication abilities
- analytical and problem-solving skills
- versed in the spirituality of giving; willing to support the mission of the Catholic church/ministries
- must have a valid PA driver's license and reliable transportation

Competencies

- able to develop and maintain successful relationships
- results oriented
- works well independently and as part of a team
- works well in an environment of change

Physical Requirements

- ability to work at a computer
- ability to lift 25 pounds occasionally