

Job Description

Title:	Development Director
Department:	Administration
Hours Worked:	Full-Time (37.5 Hours Per Week)
FLSA:	Exempt
Location:	Pastoral Center, Palm Beach

Reports To: CEO-Executive Director of Catholic Charities Diocese Palm Beach (CCDPB)
Supervises: Associate Development Director
Grant Writer/ Coordinator

Summary

Reporting directly to the CEO- Executive Director, the Development Director oversees all activities related to philanthropic giving for operating, program and endowment funds. In partnership with the Executive Director and other key volunteers and staff, the Development Director provides leadership, management and coordination for fundraising and outreach efforts. Directs the work of two positions, the Associate Development Director and Grant Writer, in their roles in supporting development to meet organizational fundraising goals.

The Development Director manages all aspects of the fund development program and secures funds in a wide variety of ways, including but not limited to: identifying prospective supporters, building and cultivating relationships, making direct requests to individuals for major gifts, and annual fund campaigns; asking corporations for financial support through business partnerships, sponsorships, and general operating support; seeking grants from private foundations and government entities; and overseeing fundraising events, including the Annual Bishops Gala.

Essential Duties and Responsibilities:

- **Development Plan:** Develop and implement an annual Development Plan with measurable goals and objectives, in collaboration with the Executive Director and present to the Development Committee and Board of Directors.
- **Donor Relationships:** Lead the effort to establish, cultivate and steward strong relationships with donors, including development and implementation of a donor recognition program, and timely, appropriate communication with donors to increase their loyalty to Catholic Charities mission. Lead coordination of donor stewardship and cultivation events.
- **Major Gifts:** Create individual donor/prospect cultivation plans and cultivate and solicit major gifts. This includes working with members of the Board of Directors and Development Committee.
- **Grants:** In collaboration with Executive Director, Program Director(s) and Grant Writer/Coordinator help to identify needs and guide Grant Writer/Coordinator to research and write funding proposals to foundations, corporations, and organizations. Develop relationships with key

personnel and trustees at these institutions. Assure grant reporting requirements are fulfilled in a timely manner.

- **Business Support:** In collaboration with the Associate Development Director and Program Director(s), oversee the prospect identification, cultivation, and solicitation of gifts and sponsorships from businesses.
- **Planned Giving:** Research and cultivate donors for estate planning purposes, including bequests, annuities, legacy campaign, and other planned giving tools.
- **Fundraising Events:** Provide overall direction for the Associate Development Director to solicit sponsorships of special fundraising events. Support, provide information, and encourage fundraising event committees.
- **Annual Fund and Underwriting:** Solicit and secure funds for general operations and a variety of programs and events.
- **Other Funding Sources:** Solicit in-kind gifts, matching gifts, and other funding sources.
- **Capital Campaign:** in partnership with the Executive Director, determine an overall strategy and oversee the execution of any board-approved Capital Campaigns.

Remain current with all aspects of philanthropy, ensure Catholic Charities fundraising is conducted within the highest ethical and legal standards, comply with the Association of Fundraising Professionals code of ethics, and maintain confidentiality of all donor records.

Qualifications Required:

- Bachelor's degree in related field and a minimum five years of experience of fundraising experience, directly applicable to the primary work required.
- Preferred: Experience with Capital and Endowment Campaigns. Certification specializing in fundraising credentials from the Certified Fund-Raising Executive (CFRE) International.
- Passion for the organization's mission and initiatives.
- Positive, energetic, and outgoing attitude with a strong work ethic, team-player mentality, and willingness and ability to adapt to changing scenarios.
- Out-of-the-box strategic thinking, self-motivated, committed, and ability to implement plans that support moving the organization forward.
- Exhibits professional telephone manner, interpersonal skills, and confidentiality.
- Ability to work effectively with Diocesan employees, pastors, department heads, representatives of other agencies and the public.
- Superior project/time management skills - including planning/prioritizing, analysis, attention to detail, and advanced problem diagnosis and creative problem-solving skills.
- Must be reliable, flexible, and can work in partnership with other team members.
- Possess a motivated, "self-starter" personality, with the ability to learn and adapt quickly to changing needs.
- Work well under pressure and with a variety of people.
- Advanced Microsoft Office software skills (including Word, Excel, Outlook, PowerPoint).
- Knowledge of donor management systems, preferably Salsa. Experience in creating queries and reports to report on established annual fundraising goals and metrics by fundraising campaigns/initiatives.
- Knowledge and support of Catholic Social teachings and a willingness to adhere to all Catholic Charities Policies and Procedures.
- Ability to work effectively with Catholic Charities and Diocesan employees, pastors, departments

heads, representatives of other agencies and the public.

- Must have excellent verbal and written communication skills.
- Ability to respond to common inquiries from diocesan entities, parishioners, or members of the business community. Confidentiality is essential.

Physical Requirements:

- Willingness to travel throughout the Diocese of Palm Beach to fulfill job requirements. Travel may be required throughout the diocese to program locations.
- Willingness to prioritize and respond to the needs of potential donors.
- Work hours are generally regular; however the job demand may require extended hours from time to time.
- Occasional light lifting and carrying of objects less than 20 lbs., with occasional lifting of objects over 20 lbs.
- Frequent use of both hands and fingers (i.e., typing)
- Frequent extended periods of sitting or standing.
- Work requires specific visual abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ACKNOWLEDGMENT

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.