



Job Description

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

Catholic Charities of the Diocese of Palm Beach is seeking a mission-driven, strategic, and dynamic Development Director to lead and grow our fundraising efforts. This individual will be responsible for designing and executing a comprehensive development strategy to support the organization's programs and long-term sustainability. The ideal candidate has a proven record of securing significant gifts, cultivating, and retaining donors, and establishing strong relationships with the key community stakeholders. They would ideally be familiar with Palm Beach and the Treasure Coast communities, bringing with them a passion for service, strong leadership skills, innovation, and organizational skills necessary to manage the development initiatives of a thriving service organization.

This position plays an integral role in the oversight, planning, logistics, sponsorship, and execution of a large-scale signature event, as well as lending support and innovation to program-specific events and initiative that serve to both generate revenue and raise awareness and goodwill as it pertains to our host of programs and services.

The Ideal candidate must:

- Develop and implement an annual Development Plan with measurable goals and objectives, in collaboration with the CEO-Executive Director.
- Lead the effort to establish, cultivate, and steward strong relationships with donors, develop a donor recognition program, and timely, appropriate communications with donors to increase their loyalty to Catholic Charities mission.
- Lead coordination of donor stewardship and cultivation events.

- Create individual donor/prospect cultivation plans and cultivate and solicit major gifts.
- Supervise and mentor development staff, including event-focused team members or volunteers as applicable.
- Research and cultivate donors for estate planning purposes, including bequests, annuities, legacy campaign, and other planned giving tools.
- Oversee the prospect identification, cultivation, and solicitation of gifts and sponsorships from businesses.
- Provide overall direction for the Marketing and Development Assistant in marketing efforts and solicitation of sponsorships of special fundraising events.
- Support, provide information, and encourage fundraising event committees.
- Meet monthly and yearly metrics with respect to prospect and donor visits, solicitations and dollars raised.
- Solicit in-kind gifts, matching gifts, and other funding sources.
- In partnership with the CEO-Executive Director and the Board, determine an overall strategy and oversee the execution of any board-approved Capital Campaigns.

Minimum Qualifications:

- Bachelor's degree in related field and a minimum of five years of fundraising experience, tied to the primary work required, including major gifts and planned giving programs.
- Proven record of planning and executing successful large-scale fundraising events (e.g., galas, luncheons, or community drives) as well as annual giving campaigns and initiatives.
- Preferred: Experience with Capital and Endowment Campaigns; Certification specializing in fundraising credentials from the Certified Fund-Raising Executive (CFRE) International.
- 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.
- Out-of-the-box strategic thinking, initiative-taking, committed, and ability to implement plans that support moving the organization forward.

- Knowledge and support of Catholic Social Teachings and a willingness to adhere to all Catholic Charities Policies and Procedures.
- Superior project/time management skills - including planning/prioritizing, analysis, attention to detail, and advanced problem diagnosis and creative critical thinking skills.
- Positive, energetic, and outgoing attitude with a strong work ethic, team-player mentality, and willingness and ability to adapt to changing scenarios.
- Compensation Commensurate with experience.

The preceding has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.