

Job Description

Title:	Associate Development Director
Department:	Administration
Hours Worked:	Full-Time (37.5 Hours Per Week)
FLSA Status:	Exempt

Reports to: Development Director

Supervises: Special Events and Volunteer Service Coordinator
Donor Management System Administrator

Summary

The Associate Development Director will work closely with the Development Director to drive the delivery of Catholic Charities fundraising and marketing strategy and income growth and raise the profile of Catholic Charities among key external audiences. This position is responsible for implementation of Catholic Charities fundraising and marketing efforts.

Essential Duties and Responsibilities:

- **Development Plan:** Work with Development Director to develop and implement an annual Development Plan with measurable goals and objectives, and present to the CEO, Development Committee and Board of Directors. Works with the Development Director to design, implement and manage fundraising activities including individual giving and other related solicitations such as mail campaigns, online campaigns through the web portal, social media and other electronic means. Manage individual donor campaigns, including special appeals such as the Annual Fund and Annual Report mailing.
- **Donor Relationships:** Participate in strategies and activities for donor cultivation, solicitation, and stewardship. Produces reports and works with individual and corporate donors to ensure that Catholic Charities complies with their requirements for funding.
- **Fundraising Events:** Assist in special events and fundraising activities, including supervision of related staffing, volunteers, and event logistics as necessary. Solicit sponsorships for special fundraising events. Support, provide information, and staff fundraising event committees.
- **Other Funding Sources:** Solicit in-kind gifts, matching gifts, and other funding sources.
- **Donor Management System:** Manage donor database, ensuring the ability to produce queries and reports, to report on established annual fundraising goals and metrics by fundraising campaigns/initiatives.
- **Brand Management:** Responsible for being the “keeper of the brand” by working with all departments to ensure all materials produced by Catholic Charities follows established brand standards.
- **Marketing Responsibilities:** Responsible for creating advertising, marketing, and public awareness to enhance Catholic Charities' image and promote fundraising as directed.

- **Other responsibilities:** Prepare board reports for Development Director. Attend trainings as determined by needs outlined in annual performance appraisal. Support the social teachings of the Catholic Church.

Qualifications Required:

- Bachelor’s Degree with a minimum 3-5 years’ experience in fundraising and marketing. Demonstrated skills, knowledge and experience in the design and execution of marketing, communications, public relations, and fundraising strategies.
- 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.
- Excellent 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.
- Ability to manage Catholic Charities web portal.
- 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.

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

