

**CATHOLIC CHARITIES USA
POSITION DESCRIPTION**

POSITION:	Senior Director of Development
REPORTS TO:	Senior Vice President, External Relations
DEPARTMENT:	External Relations
STATUS:	Exempt
GRADE:	H

Position Summary:

In support of Catholic Charities USA, the Senior Director of Development plans, directs, and leads a comprehensive development program that leverages support by generating philanthropic revenue. This position provides overall direction for the department which includes: strategic planning, administrative management, resource development from individuals, corporations, and foundations. Performs good stewardship, compliance, and quality assurance through solid infrastructure and systems.

Primary Responsibilities:

1. Serves as the lead Development professional directing and supervising resource development programs to include: annual giving (direct marketing, website-giving, board giving, staff giving, and Combined Federal Campaign (CFC)), major donor giving, planned giving, endowment giving, corporate grants and sponsorships, foundation grants, and special events fundraising.
2. Develops and manages a staff of high performers, while creating a departmental culture that fosters an atmosphere of collegiality, inclusion, transparency, and achievement.
3. Creates and maintains innovative partnerships with internal CCUSA partners (staff and board) and external business partners that contribute to securing the organization's financial resources.
4. Develops and manages efforts for increasing revenue through active annual fundraising that includes direct mail, website and internet, and other direct marketing activities
5. Establishes and manages a full menu planned giving program to include: legacy society, gift planning methods, donor cultivation, and stewardship.
6. Actively plans and participates in gift solicitation. Cultivates, stewards and builds strong donor relationships.
7. Develops and maintains infrastructure and systems to support a full menu of development efforts such as: fundraising policies and procedures, fundraising registration, gift acceptance, gift management, gift fulfillment, donor stewardship, and provide support to Development and Communication committee of the Board of Trustees.

8. Performs other job-related duties as assigned by the Senior Vice President, External Relations.

Secondary Responsibilities:

- Conducts and utilizes research, analysis, trends, technology, communication resources, personal contacts, volunteers and other resources to establish and foster prospective-donor relations.
- Provides staff support to CCUSA and Catholic Charities fundraising-related activities and initiatives.
- Recommends and maintains active donor recognition and communication systems, programs, events, and other activities serving to solidify strong donor/CCUSA ties and create lasting relationships.
- Supports local Catholic Charities agencies through collaboration and open communication of fundraising programs, activities, and best practices.
- Serves on functional teams, committees, and task forces.
- Participates as an active member of the Catholic Charities USA team.
- Embraces CCUSA's values and the behaviors that support the values.
- Stays abreast of developments in the field and participates in relevant professional organizations and meetings to understand and, as appropriate, identifies trends and recommends new approaches.

Primary Skills:

- Demonstrated expertise in development and fundraising
- Demonstrated research skills including Internet research
- Ability to influence and persuade
- Ability to work with people of diverse backgrounds
- Exceptional written and oral presentation skills.
- Strong proofreading skills.
- Ability to network and interact as well as support effective partnerships, with key groups and individuals.
- Strong computer competency including intermediate knowledge of relational databases and familiarity with Raiser's Edge or equivalent database
- Ability to clearly articulate CCUSA policies and programs and respond to donors' questions or concerns.
- Strong knowledge of and commitment to CCUSA's mission and Catholic identity.
- Ability to excel in fast-paced, changing, and challenging environments.

Secondary Skills:

- Ability to work with and provide guidance to high-powered volunteers from a variety of backgrounds, including church, political, philanthropic and business leaders.
- Strong organizational and analytical skills.

Essential Coordination:

- Departmental staff

- Other CCUSA Departments
- Donors and potential donors

Secondary Coordination:

- Members

Minimum Education:

- Bachelor's degree. .

Minimum Experience:

- Eight-Ten years of resource development management experience. A successful track record of developing creative approaches to enhance fundraising efforts. Proven leadership and staff management experience at a non-profit.
- Demonstrated success and progressive accomplishments in securing a full menu of philanthropic gifts. Knowledge, expertise, and experience in the full menu of fundraising vehicles to include: experience in face-to-face and major gift development and solicitation, annual giving, direct marketing and planned giving, securing sponsors and/or funding; Experience with Raiser's Edge a plus.
- Excellent written, verbal, and interpersonal skill
- Skilled in Microsoft Office, Word, Excel.
- Valid driver's license and vehicle

Special Working Conditions:

- This position may require extended periods of standing, sitting, as well as some repetitive movements, bending and repetitive lifting of minimal weight
- Reasonable accommodations may be made to enable individuals with disabilities to perform the key components and primary responsibilities
- 10% travel schedule
- EOE

To Apply:

Please submit cover letter and resume to:

Kathleen Rae King
Sr. Vice President for External Relations
Catholic Charities USA
Sixty-Six Canal Center Plaza
Suite 600
Alexandria, VA 22314
Direct Dial: (703) 236-6259
kking@catholiccharitiesusa.org
www.CatholicCharitiesUSA.org