

Director of Advancement

The Director of Advancement reports directly to the Pastor and supervises the Coordinator of Annual Giving. This position is responsible for setting strategic initiatives of the advancement program, cultivating transformational philanthropic relationships, and securing significant financial resources to advance the mission of the institution.

Duties and Responsibilities

Strategic Planning & Collaboration

- Participate in strategic planning related to advancement, campaign readiness, and long-term growth. Develop and maintain a three-year plan for the development program, to be reviewed annually.
- Prepare annual goals for all fund development activities. Evaluate goal progress quarterly and strategize efforts with Pastor.
- Responsible for all matters related to the execution, management, and support of the annual fund program.
- Direct the organization and management of the comprehensive development program through supervision of volunteers and development staff.
- Assist in training and supporting clergy, board members, and key volunteers in major gift cultivation and solicitation.
- Supervise the Coordinator of Annual Giving in the coordination of the annual fund, prospective donor solicitation, and its related activities – including appeals, newsletters, annual report, donor events, senior class gift program, Giving Tuesday, and Thank-a-Thon.

Major Gifts Strategy & Portfolio Management

- Develop and implement a comprehensive major gifts strategy focused on gifts of \$5,000+ (or appropriate threshold) as determined by the Pastor.
- Research, build, manage, and actively steward a portfolio of 100-125+ major gift prospects and benefactors.
- Conduct a minimum of fifteen (15) face-to-face visits monthly with potential benefactors in the form of Discovery, Cultivation, Solicitation, or Stewardship meetings.
- Assist in scheduling, coordination and follow-up of face-to-face visits for the Pastor or other staff and volunteers as appropriate.
- Identify, qualify, cultivate, solicit, and close major and principal gifts in support of institutional priorities.
- Travel regularly (regionally and nationally) to cultivate and solicit benefactors and deepen relationships.
- Develop personalized, high-quality cultivation, solicitation, and stewardship strategies for each benefactor.
- Develop proposals, case statements, and major gift materials.

- Maintain detailed and accurate donor records, contact reports, and pipeline activity.

Planned Giving, Endowments, & Special Initiatives

- Build and manage the planned giving program, including digital/print materials, donor stewardship, and solicitation strategies; incorporate planned giving asks into prospect portfolios as deemed appropriate
- Develop and maintain plans for endowment growth; incorporate endowment funding asks into prospect portfolios as deemed appropriate
- Assist in identifying leadership gift opportunities and securing early/anchor gifts for major initiatives.
- Identify and apply for grants as deemed appropriate for ministry needs.
- Provide leadership for capital campaigns and special funding initiatives as assigned.

Reporting & Accountability

- Establish measurable goals for visits, solicitations, and dollars raised.
- Provide regular reports to the Pastor on pipeline activity, forecasts, and results.
- Utilize CRM systems effectively to track engagement and progress.

Additional Duties

- Steward Advancement budget as set by the Pastor
- Manage gift acceptance policy
- Perform additional duties as assigned by the Pastor to advance the overall fundraising mission of the organization.

Qualifications

- A practicing and faithful Catholic in good standing, who loves the Church and sees advancement work as a vital ministry in the life of Catholic campus outreach.
- Strong interpersonal skills with the ability to build trust and foster long-term relationships with benefactors.
- Excellent written and verbal communication skills.
- Bachelor's degree preferred.
- Minimum of 5+ years of successful major gifts fundraising experience, with a demonstrated track record of closing five- and six-figure plus gifts.
- Willingness and ability to travel frequently and work flexible hours, including evenings and occasional weekends.
- Strategic thinker with the ability to manage a portfolio and move prospects through the giving cycle.
- High level of discretion, professionalism, and integrity.
- Familiarity with CRM systems and donor management best practices.
- Deep affinity for and commitment to the mission of Catholic campus ministry.