

DIOCESE OF DAVENPORT

JOB TITLE: DIRECTOR OF DEVELOPMENT

REPORTS TO: CHIEF FINANCIAL OFFICER

FLSA CLASSIFICATION: Full-Time, Exempt

JOB PRIMARY PURPOSE/FUNCTION

The Development Director is responsible for cultivating the involvement and gifts of major donors to support the ministries of the Diocese of Davenport. These donors include individuals, closely-held businesses, and corporations. The fund raising efforts to secure gifts for the Diocese will be driven by a stewardship-based philosophy.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Work with Diocesan personnel, pastors, priests, religious, lay leaders, and fund-raising counsel, to support capital campaign efforts of the Diocese.
- B. Assume responsibility for conducting the Annual Appeal. Work closely with Chief Financial Officer to conduct the Annual Appeal, which supports the majority of the programs and ministries of the Diocese.
- C. Serve as the Executive Director of the Catholic Foundation for the Diocese of Davenport. Work with the board for the Foundation, keep the Foundation minute book up-to-date and abide by Foundation policies.
- D. Develop a major gift prospect file based on all sources possible, including Diocesan campaign, community campaign(s), regional campaign(s), and parish campaign(s).
- E. Identify, research, and develop relationship with major/targeted donors to encourage their involvement and support of the Diocesan mission.
- F. Develop a working relationship with parish priests throughout the Diocese.
- G. Interact with others including Diocesan staff, pastors, lay parish leaders, businesses, volunteers and various public persons to secure their support to advance the mission of the Diocese.
- H. Responsible for assisting parishes with their fund-raising needs. Will be responsible for conducting/assisting parishes with smaller needs, and coordinating fund-raising campaigns for parishes in need of fund-raising counsel.
- I. Prepare written report for the Annual Appeal. This should include overall Diocesan statistics as well as individual parish statistics, such as number of prospects, number of gifts, and the average gift.
- J. Responsible for developing a Major Gift program.
- K. Conduct a Seminary appeal as needed.
- L. Represent the Diocese and coordinate any special or institutional appeals in the Diocese.

- M. Coordinate stewardship education and any stewardship giving programs at the parish level and throughout the Diocese, working with the Stewardship Commission.
- N. Responsible for coordinating or overseeing a planned giving program, which would include all parishes.
- O. Coordinate outsourcing of grant writing proposals for the Diocese and its entities relative to the above ministries.
- P. Develop an understanding for the Diocesan database software program and utilize with appropriate personnel.
- Q. Provide consultative service to the various deaneries to help carry out the objectives identified within the strategic plan.
- R. Maintain a high level of knowledge and skills required through professional avenues.
- S. Perform other duties as needed or assigned. This includes serving on various Diocesan committees, commissions and boards.

EDUCATION TRAINING AND EXPERIENCE

- A. A bachelor's degree in a related is required.
- B. Have at least five years of progressively responsible experience in development with demonstrated strengths in leadership, organization, communication.

QUALIFICATIONS

- A. Demonstrate efficient and effective organization and direction to Development Director's areas of responsibility.
- B. Demonstrate excellent oral and written communication.
- C. Maintain interpersonal professional relationships which encourage openness, candor and trust, both internally and externally to the departments and the Diocese of Davenport.
- D. Display overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Is flexible in performing designated duties.
- F. Accept personal inconvenience for the attainment of the Diocesan goals.
- G. Meet or exceed development objectives established in budgetary process.
- H. Possess the ability to work within the organizational structures of the Church and use this system to meet fund raising goals.
- I. Is a Roman Catholic in good standing who demonstrates a knowledge and appreciation of Catholic faith life.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Possess high ability to analyze and interpret information pertinent to the stewardship and development programs.
- B. Possess the ability to utilize technology relative to the performance of the areas of responsibility.
- C. Possess the ability to perform designated duties under frequent time constraints.
- D. Possess the ability to work irregular hours as required to accomplish the responsibilities of the position.
- E. Possess the ability to travel by automobile, as needed, in the course of the position.
- F. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit for prolonged periods of time, hear, handle and perform repetitive motions of the hands/wrists. The employee is required to occasionally lift and move items weighing up to 30 pounds.

WORKING ENVIRONMENT AND CONDITIONS

- A. A majority of the assigned duties are performed in a well-ventilated, well-lighted and temperature-controlled office environment.
- B. The employee is subject to both internal and external environmental conditions including extreme cold and extreme heat.
- C. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DIRECT REPORTS

None

OTHER CONSIDERATIONS

- A. The position can expect an evaluation in the first six months of employment by the appropriate line of organizational relationship, with an annual evaluation thereafter.
- B. Salary considerations will be commensurate with education and experience.
- C. The employee understands and agrees that employment for the Diocese of Davenport and any Diocesan entity is contingent on compliance with the Diocesan safe environment program policies, procedures and requirements.

APPROVALS

JOB TITLE: DIRECTOR OF DEVELOPMENT

Date Job Description Approved: May, 2018

Revised: _____

Revised: _____

Employee (signature required upon initial hire and annually):

I have read and understand this job description and the safe environment policies, procedures and requirements.

Employee

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Employee

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