

## CAREER OPPORTUNITY



**Title:** Associate Development Director for Northern Counties

**Hours:** Full-time, 37.5 hours per week, Exempt

### **Brief Description:**

The Associate Development Director serves as a key partner in advancing the mission across the Northern Counties. This role provides fundraising and stewardship support by cultivating donor relationships, assisting with campaigns, and ensuring thoughtful recognition of gifts. The Associate Director leads the planning and coordination of new events, overseeing logistics and collaborating with volunteers to ensure successful gatherings that foster community engagement. This role also provides strategic support for the Celebration of Caring event. In addition, the position fosters strong parish relations, working closely with parish leaders to support local initiatives, and encourage participation with the organization.

### **KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)**

#### **I. Fundraising & Stewardship Support**

- Assist with the implementation of strategic plan initiatives to guide the continued growth of CSSMV's fundraising programs.
- Support agency fundraising efforts through donor cultivation, stewardship, and outreach with a particular focus on the Northern County region.
- Collaborate with community leaders, staff, and volunteers to execute charitable giving strategies, including: Public relations activities, Direct mail campaigns, Fundraising events, Planned giving, Grant writing, Capital requests
- Help identify and engage new donors, sponsors, and funding opportunities aligned with the agency's financial and mission-driven goals

#### **II. Event Planning & Coordination**

- Lead the strategic planning, development, and execution of new engagement events for current and prospective donors in the North Region.
- Assist in the coordination and delivery of the Celebration of Caring event.
- Analyze and report on event-related data, including resource allocation and financial outcomes, to inform donor engagement strategies.
- Collaborate with the Department Director to identify, cultivate, and strengthen donor relationships arising from event participation or sponsorship.
- Support the creation and management of a personal donor portfolio to ensure ongoing stewardship and engagement.
- Provide support in the planning and execution of all Development-led events, including but not limited to the Annual Meeting, Good Shepherd Gathering, Celebration of Caring, Jazz Party, and the Development Christmas Lunch.

#### **III. Parish Relationships**

- Work to become "the face" of CSSMV to parishes, by cultivating relationships with pastors, church administrators and priests throughout the CSSMV service area to ensure they know

who their direct contact is if they have needs for our services or have volunteers looking for projects.

- Provide regular communications to parish staff so they are knowledgeable about the programs and services CSSMV has available for their parishioners, students, and neighbors, including volunteer opportunities, through the bulletin, Facebook (Lenten Love in Action and other relevant campaigns), and other social media.
- Share and collaborate with CSSMV program managers on parish engagement opportunities such as in-kind parish drives, parish volunteer opportunities, CSSMV hosted parish engagement events, and current CSSMV volunteer recruitment opportunities.
- Maintain a current mailing list of parish contacts.

**Minimum Requirements:**

- Associate degree in marketing/administration/business
- Experience or understanding of Catholic Church structure
- Experience with Microsoft Word, Excel, and Outlook preferred; familiarity with creative software such as Canva and donor databases such as Raiser's Edge/Blackbaud
- Ability to interact and work with a diverse population in a professional manner; ability to treat all clients with dignity and respect; experience dealing with the public
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to operate general office equipment: copier, postage meter, printers, label makers, etc.
- Possess positive negotiation and assertiveness skills
- Ability to handle confidential information appropriately
- Commitment to CSSMV's mission and goals
- Position may require a flexible schedule, including occasional evening or weekend hours for events and meetings, as well as additional hours as needed to meet organizational priorities.

*Interested candidates should send a resume with salary requirement to:  
Human Resources, Catholic Social Services of the Miami Valley  
922 W. Riverview Ave., Dayton OH 45402  
or e-mail to [jobs@cssmv.org](mailto:jobs@cssmv.org) or fax to 937.222.6750*