

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Director of Leadership Giving

EFFECTIVE DATE: 5/2026

DEPARTMENT: Stewardship

POSITION SUMMARY:

The Director of Leadership Giving is responsible for developing and implementing a comprehensive fund development program for the Archdiocese of Cincinnati, with a special focus on major/leadership gifts (\$5,000+ annually). The Director of Leadership Giving will foster meaningful relationships with donors, prospective donors, and key community and business leaders. This staff member is responsible for the execution of a moves management program designed to increase annual CMA giving, gifts for special projects and initiatives, and deferred giving. This staff member supervises and leads the Development Officer(s) within the Stewardship Department.

CREDENTIALS & EXPERIENCE:

Strong written and public speaking skills, ability to foster positive relationships with donors and prospective donors, excellent organizational and analytical skills and be able to multi-task, set priorities and allocate time. Should possess leadership ability and initiative, be a self-starter and proactive individual, ability to work independently and with a team.

Requires working knowledge of basic computer skills, including spreadsheet and database applications. Experience with Salesforce is a plus. Must be a practicing Roman Catholic. Bachelor's degree, with a minimum of five years' experience with secular or church development, or related non-profit experience.

REPORTS TO: Director of the Stewardship Department & Chief Development Officer

DUTIES & RESPONSIBILITIES:

- 1.* Supervise, coach, and encourage Development Officer(s) to continually strive for higher levels of professional development and performance. Set stretching but achievable goals for the development officer(s) team collectively and each team member individually.
- 2.* Develops strategies and materials to inform, engage and cultivate current and prospective donors in support of Archdiocesan needs.
- 3.* Oversee the management of a portfolio of approximately 200 – 250 top-level individual donors and prospects.
- 4.* Prepares call reports on all donor and prospect contacts.
- 5.* Provides personalized written and oral reports to donors on the use of their contributed funds.
- 6.* Assists in the development/implementation of appropriate donor acknowledgment.
- 7.* Develops techniques to increase giving to the annual CMA, with a focus on growing gifts at \$5,000 to \$10,000 or more.

