

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Development Officer

EFFECTIVE DATE: 7/2026

DEPARTMENT: Stewardship

POSITION SUMMARY:

The Development Officer is responsible for developing and implementing a comprehensive fund development program for the Archdiocese of Cincinnati, with a focus on fostering 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.

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, familiar with the structure and teachings of the Church, and able to clearly articulate the mission of the Church and how donors' participation directly assists that mission. Bachelor's degree, with a minimum of three years' experience in secular or church development or related non-profit experience required.

REPORTS TO: Director of Leadership Giving

DUTIES & RESPONSIBILITIES:

- 1.* Develops strategies and materials to inform, engage and cultivate current and prospective donors in support of Archdiocesan needs.
- 2.* Oversee the management of a portfolio of approximately 200 – 250 top-level individual donors and prospects.
- 3.* Prepares call reports on all donor and prospect contacts.
- 4.* Provides personalized written and oral reports to donors on the use of their contributed funds.
- 5.* Assists in the development/implementation of appropriate donor acknowledgment.
- 6.* Develops techniques to increase giving to the annual CMA, with a focus on growing gifts at \$1,000 or more.
- 7.* Research and assist with grants to fund Archdiocesan initiatives.
- 8.* Develops positive working relationships with pastors, parish leaders, archdiocesan directors, donors, and various lay Board members to foster a spirit of cooperation, trust, and commitment in support of the Archdiocese.

