

Job Title: Development Operations Manager
Reports to: Executive Director
Location: Greater Cincinnati / Northern Kentucky
Status: Full-Time, Exempt
Salary: Salary + Benefits, commensurate with experience

About The Angelico Project

The Angelico Project is a fast-growing Catholic nonprofit dedicated to evangelizing through Beauty, Truth, and Goodness. We host events, concerts, art exhibitions, presentations, and performances that draw people to Christ and His Church through art, thought, and culture. Entering our eighth season, we aim to continue expanding our impact—growing annual attendance, reaching \$1M+ in annual revenue, and building national influence as a hub of Catholic art and culture.

Our vision is to make our region the center of a new renaissance of art, thought, and culture. We are seeking a highly organized, mission-aligned, and relationship-focused Development Operations Manager to help build the fundraising systems, campaigns, and relationships necessary to fuel this growth.

Role Summary

The Development Operations Manager will manage the day-to-day execution behind Angelico's advancement efforts—growing membership, stewarding donors, developing the donor pipeline, pursuing corporate sponsorships, coordinating fundraising campaigns and events, supporting grant development, and ensuring donors receive the gratitude, attention, and communication they deserve as shareholders in our mission.

Working closely with the Executive Director, who serves as Angelico's chief major-gift solicitor, this person will provide the organization, systems, research, coordination, and follow-through necessary to keep fundraising efforts and donor relationships moving forward.

This is an execution- and operations-focused advancement role—perfect for a highly organized person who loves building systems, managing details, following through, and cultivating relationships.

Your Mission:

To build the relationships, systems, campaigns, and fundraising infrastructure that will sustain Angelico's growth—inviting more people to invest in the mission, caring well for those who already do, and helping provide the resources necessary to transform the culture through beauty.

◆ Key Responsibility Areas (KRAs)

1. Membership, Annual Giving & Sponsorships

- Manage and grow Angelico's membership and recurring giving programs, including recruitment, renewal, retention, upgrades, and lapsed-member campaigns.
- Personally invite individuals to support the mission through accessible membership commitments, including \$10/month or \$120/year giving.
- Develop systems and campaigns that move audience members toward deeper engagement and financial support.
- Identify and contact prospective corporate event and season sponsors, initiate relationships, and coordinate follow-through with the Executive Director.
- Track membership, sponsorship, and annual-giving goals and maintain consistent momentum toward revenue targets.

2. Donor Development, Stewardship & Pipeline Management

- Help the Executive Director manage a portfolio of donors and prospects, ensuring consistent gratitude, attention, communication, and follow-through.
- Conduct prospect research, qualification, capacity research, relationship mapping, and pipeline development.
- Maintain cultivation stages, next steps, ask-readiness, and donor follow-up.
- Support major-donor cultivation and solicitation through research, scheduling, correspondence, materials, and follow-through.
- Manage donor stewardship systems, including acknowledgements, personalized touches, impact communications, donor hospitality, appreciation opportunities, and sponsorship fulfillment.

3. Advancement Operations, CRM & Reporting

- Own the day-to-day integrity of Angelico's CRM and advancement systems, including donor records, contact history, pledges, segmentation, and stewardship tracking.
- Manage CRM contractors and build volunteer teams as appropriate to assist with data entry and advancement administration.
- Maintain fundraising dashboards, calendars, pipelines, reports, and KPIs that provide clear visibility into advancement performance.
- Coordinate gift processing, donor acknowledgements, documentation, and advancement workflows.
- Build, document, and continuously improve advancement processes and systems.

4. Fundraising Campaigns, Events & Grants

- Own the fundraising side of major advancement events and initiatives, including the Gala, annual 5K, seasonal appeals, giving campaigns, and other fundraising initiatives.
- Coordinate contractors, volunteers, event staff, timelines, sponsorship efforts, solicitation plans, materials, and follow-up necessary for successful execution.
- Build and oversee volunteer Membership Solicitors who staff membership tables and invite participation at Angelico events.
- Coordinate grant research, calendars, deadlines, applications, reporting, and foundation communications.
- Serve as liaison with Angelico's grant-writing agency and assist directly with grant writing and applications in collaboration with the Executive Director.

5. Advancement Communications & Relationship Support

- Coordinate donor/member communications, fundraising emails, sponsorship materials, appeals, stewardship communications, donor storytelling, and impact reporting.
- Work with the Executive Director and Marketing & Communications team to ensure advancement communications are compelling, timely, mission-aligned, and consistent with Angelico's voice.
- Coordinate donor meetings, correspondence, follow-ups, and relationship-management activities.
- Maintain consistent communication rhythms and ensure advancement commitments receive timely, professional follow-through.

6. Qualifications — Required:

- 3+ years of experience in fundraising, development, advancement, sales, nonprofit management, or a related field.
- Exceptional organization and follow-through; able to manage relationships, projects, campaigns, deadlines, and details simultaneously.
- Comfortable inviting individuals to financially support the mission and initiating conversations with prospective corporate sponsors.
- Familiarity with Salesforce or similar CRM systems, and proficiency with Google Workspace.
- Excellent interpersonal, written, and verbal communication skills with strong relational instincts and sound judgment.
- High ownership, initiative, attention to detail, and accountability; able to thrive in a small, fast-growing organization - an entrepreneurial spirit!
- Deep alignment with the Catholic mission and values of The Angelico Project.
- Willingness to embrace Angelico's EOS accountability systems, including Rocks, Scorecards/KPIs, Level 10s, and documented processes.

Preferred:

- Experience with nonprofit fundraising, membership programs, sponsorships, donor stewardship, fundraising events, grants, or advancement operations.
- Experience with Salesforce or a comparable donor CRM.
- Familiarity with EOS or similar strategic frameworks.
- Working familiarity with Constant Contact, Canva, and related communications tools.
- Experience managing contractors, volunteers, or project teams.

This Role Is For You If You Are:

- A highly organized **executor and finisher** who loves managing details and making sure nothing falls through the cracks.
- A natural relationship-builder who genuinely enjoys connecting people to a meaningful mission.
- Comfortable picking up the phone, sending the email, starting the conversation, and inviting someone to financially support something you believe in.
- Someone who enjoys keeping track of relationships, calendars, next steps, data, details, and commitments.
- A systems-builder who enjoys improving processes and turning strategy into action.
- A self-starter who takes ownership, follows through, and is energized by measurable goals.
- A collaborative, humble teammate who can work effectively with leadership, donors, contractors, volunteers, and staff.
- A person of faith and integrity who wants to help renew the Church through beauty and mission.

Success in This Role Will Be Measured By:

- **Growth:** Membership, recurring giving, sponsorships, and advancement revenue grow toward organizational goals.
- **Pipeline:** Donors, prospects, sponsors, and institutional opportunities are actively managed with clear next steps.
- **Stewardship:** Donors and members receive consistent, timely, personal, and mission-centered gratitude and communication.
- **Execution:** Campaigns, events, grants, sponsorship efforts, and advancement initiatives are completed on time and with excellence.
- **Operations:** Salesforce and advancement systems contain accurate, useful, actionable information and reporting.
- **Accountability:** Advancement Rocks, KPIs, goals, and commitments are consistently tracked and achieved.

Technologies & Software

The Development Operations Manager should be confident using—or eager to quickly learn—the tools essential to advancement operations:

- **CRM & Data:** Salesforce or equivalent
- **Communication & Productivity:** Google Workspace
- **Email & Marketing:** Constant Contact and Canva
- **Project Management:** Monday or equivalent
- **Fundraising:** QGiv, Bloomerang, or similar platforms
- **EOS:** Scorecards, Rocks, Level 10 meetings, and documented processes

Salary & Benefits

- commensurate with experience and qualifications
- Healthcare package
- Flexible schedule and generous time off—including encouragement to attend daily Mass or Holy Hour
- The opportunity to help build a movement of beauty, renewal, and evangelization in the Church
- A mission-driven, joyful, and high-performance team culture rooted in Catholic values
- **Growth Potential:** Opportunity for the role to evolve as Angelico's advancement efforts and fundraising capacity continue to grow

Work Environment & Location

Our headquarters is located in Lakeside Park, KY, with programs and events throughout the Greater Cincinnati area. The Development Operations Manager will primarily work from the office or alongside the Executive Director, with generous flexibility for remote work based on organizational needs.

Some evening and weekend availability is required for fundraising events, donor gatherings, Angelico events, and strategic sessions.

Candidates must be based in or willing to relocate to the Greater Cincinnati / Northern Kentucky region.

How to Apply:

To apply, please email your resume, cover letter, and four references to Brad Torline, Executive Director, at admin@angelicoproject.org. We look forward to hearing from you and learning how you can contribute to the growth of The Angelico Project!