

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Development Officer

EFFECTIVE DATE: 1/2024

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.

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.
- 9.* Assists in the identification and invitation of significant major gift prospects for current and future parish and archdiocesan projects.
- 10.* As needed, identifies, recruits and trains parish volunteers to invite major and deferred gifts.
- 11.* In conjunction with other Stewardship Department staff, assists with the implementation of parish capital campaigns.
- 12.* Other duties as assigned by the director.

ADDITIONAL REQUIREMENTS:

1. Occasional evening and weekend work for special events and meetings.
2. Availability for travel to all regions of the Archdiocese.
3. A valid driver's license and use of one's personal automobile for local travel.

SUPERVISION RECEIVED:

Works under the direction of the Director of Leadership Giving.

SUPERVISION EXERCISED:

None.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT: Salary 7 hours per day 35 hours per week
260 Days 12 months

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date