

Diocese of Kalamazoo

Director of Development

Job Description

Reporting to the Bishop of the Diocese of Kalamazoo, the Director of Development will manage the Bishop's Annual Appeal, grow the assets of the diocesan Foundation, coordinate major fundraising initiatives and provide stewardship educational opportunities to parishes. The Director of Development will serve as a member of the Bishop's Leadership Team (BLT) and be responsible for expanding, encouraging and enriching philanthropic giving in the Diocese.

Specific Duties and Responsibilities:

- Serve as the leader in the Diocese of Kalamazoo's annual (Bishop's Annual Appeal-BAA), Bishop's Circle, and long-term fundraising goals.
- Have primary responsibilities for coordinating the planning and implementation a diocesan-wide capital campaign.
- Develop and maintain a portfolio of major gifts prospects capable of making gifts of \$10,000 or more to diocesan ministries.
- Identify, cultivate new, prospective donors and current donors through visits, phone calls, personalized mailings and stewardship activities.
- Provide guidance and mentorship to parish leadership within the Diocese of Kalamazoo for their Bishop's Annual Appeal and fundraising efforts.
- Provide general guidance/counsel to all Catholic Schools on their fundraising goals.
- Serve as a key member of the Bishop's Leadership Team (BLT).
- Partner with other members of the Bishop's Leadership Team to prepare accurate fundraising proposals, communications and donor/parishioner stewardship reports that support their respective areas.
- Serve as the liaison to Catholic Extension and other grant-making agencies.
- Be a role model for integrity, fiscal responsibility, ethical behavior and managerial excellence that supports the mission of the Diocese of Kalamazoo.

Candidate Qualifications

Diocese of Kalamazoo seeks a practicing Catholic development professional with a minimum of 3 years of post-college direct work experience in a comprehensive development office. Experience with major gifts and annual appeals preferred. Bachelor's degree is required.

Specific Qualifications include:

- Experience in securing and soliciting major gifts.
- Experience with annual fundraising campaigns.
- Ability to travel within the diocese boundaries 50% of the time, including evenings and weekends events.
- Demonstrated skills in listening, engaging and building relationships with people.
- Both process and results oriented.
- Appreciation for "customer service" and outstanding follow through on all activities.
- Donor database experience important and Raiser's Edge familiarity preferred.
- A commitment and understanding of the mission and teachings of the Roman Catholic Church.

Interested candidates should send resume with cover letter to Mr. Ed Carey, Director of Human Resources, ecarey@diokzoo.org.