



Catholic Foundation of Southwest Iowa Job Description

Position Title: Director of Development

Reports To: Executive Director

FLSA Status: Exempt

Summary of Primary Job Function

The Director of Development position will build and maintain the relationships necessary for planned gifts for the Catholic Foundation of Southwest Iowa (CFSWIA) and entities of the Catholic Diocese of Des Moines in addition, serve as a general fundraising resource to all parishes and schools. This individual will work with families that have the ability to make significant gifts to support the ministries of the Church. Serve as back up to the Executive Director in the administration of the CFSWIA and the advancement of its policies and programs. Also encourages stewardship and general endowment funding through work with Diocesan entities and leadership.

Essential Duties and Responsibilities

Embraces the mission and vision of the CFSWIA and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.

1. Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
2. Review, evaluate, recommend, and implement changes in the CFSWIA programs and processes.
3. Assist the Executive Director in yearly strategic planning and goal setting for all CFSWIA Programs.
4. Identify potential new sources of CFSWIA in the area of agency funds, donor advised funds and planned giving for individuals, parishes, schools and other like-minded organization within our Diocese. Develop strategies to cultivate and solicit these prospects in conjunction with the CFSWIA. Manage an ongoing portfolio of prospects with the demographics for planned giving, and move them from identification through solicitation. Design and implement personalized strategies for each prospect.
5. Develop annual operational plans/ goals for the planned gift program. Participate in and help lead regular planned giving strategy sessions.
6. As needed cultivate, and assist in stewarding donors and prospects for gifts of for identified priorities of the CFSWIA.
7. Make donor calls on planned giving prospects and others as needed by Diocese entities and/or our individual parishes, schools or like-minded organizations.

8. Create, modify and present informative seminars regarding CFSWIA programs within the parishes and other groups.
9. Assist the Executive Director of CFSWIA by managing the operations, activities of the planned giving area and by taking responsibility for projects assigned
10. Assist with the preparation of annual budgets.
11. Provide guidance and leadership to CFSWIA staff in the absence of the Executive Director.
12. Assists parishes, schools and other institutions by providing consultation and general information on fund raising activities, especially endowments, annual giving and capital campaign.
13. Coordinate, maintain and oversee the Diocesan Legacy Society held at CFSWIA, including regular communication and outreach.
14. Establish gifts by way of annuities and bequests and insurance plans.
15. Establish a network of local attorneys and financial advisors who can assist donors in establishing a planned gift.
16. Attend events in which the presence of the CFSWIA is necessary.
17. Assist marketing efforts in the area of planned gifts.
18. Maintains regular and reliable attendance.
19. Performs additional related duties as requested or required.

Supervisory Responsibilities

There are no supervisory relationships for this position.

Position Specific Requirements

Bachelor's Degree in Communications, Marketing, Business, or related field required. In addition, prefer a minimum of 7-10 years of experience in non-profit management and knowledge and adherence to acceptable fundraising practices. Requires knowledge of endowments and operations of foundations. Must be proficient with Microsoft Office products (Word, Excel, Access, and PowerPoint) and relational databases – Raisers Edge preferred.

Physical Demands

Position requires ability to verbally communicate with other individuals and ability to move and lift objects of up to 30 pounds. Requires use of office equipment including telephone, personal computer, fax, adding machine and copy machine. Valid driver's license also required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work performed in an office environment or home office environment which involves a substantial amount of sitting and operating office equipment. In addition, work is performed outside of the office, interacting with the public in parishes, schools and homes of prospective donors throughout the Diocese. Normal work hours would be Monday through Friday between

8:30 A.M and 4:30 P.M. In addition, work in the evenings or on weekend may be required in addition to the normal required business hours. This position requires a valid drivers' license and the completion of a background check and Virtus training.

Nature of Supervision Received

Works under the direction of the Executive Director of the CFSWIA. Works independently and as a member of the Catholic Foundation team within authority limits and experience level. The direction from the CFSWIA Executive Director is to assign objectives, assist in prioritization of tasks, to review results and offer guidance and will often be done in a collaborative manner. Requires individual initiative in order to accomplish assigned duties.

Judgment Exercised/Decisions Made

Decisions include individual prioritization throughout the work week to complete assigned duties. Determination of timing and approach to accomplish financial goals through the developmental projects is a crucial component of this position. Must maintain confidentiality at all times.

Financial Responsibility

Responsible for effective use of time and budgeted resources. Financial loss can occur if determination and implementation of operating budgets are calculated or tracked incorrectly.

Responsibilities for Business Contacts

This position interacts, face to face as well as on the telephone, with individuals both in and outside of the organization. Professionalism and networking skills are very important due to the high correlation between this position and major fundraising and developmental campaigns. Contact with directors