



## **Development Director Intro Statement**

Are you seeking a fulfilling new role in a positive work environment? Join our dedicated team to further our faith-based mission and expand the impact of our work across a beautiful thirteen county region. The Catholic Foundation is the only community foundation in northwest Pennsylvania guided by Catholic values, governed by a diverse, professional, and committed board of lay Catholics.

The Foundation is seeking a Development Director who is organized, energetic and enjoys working on a wide variety of projects as part of a dynamic team.

The Development Director position is full time, exempt. Hybrid work arrangements for the right candidate following a sufficient introductory period could be accommodated.

Qualified candidates will possess a bachelor's degree in business or related field and have a proven track record and history of at least five years in fundraising, finance, sales or marketing. This Director position requires excellent verbal and written communication skills, proficiency in Microsoft Office and the ability to thrive in an evolving organization. The best candidate will have working knowledge of fundraising practices and a commitment to the Catholic faith.

### **To Apply:**

Applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.cfnwpa.org/employment>. Applicants must submit a cover letter, resume, references and a signed and completed job application form. Scan and email all materials to: [info@cfnwpa.org](mailto:info@cfnwpa.org). Application form must be scanned, completed, and signed.

**CATHOLIC FOUNDATION**  
of Northwest Pennsylvania

## **POSITION DESCRIPTION**

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**POSITION TITLE**                      **DEVELOPMENT DIRECTOR**

**REPORTS TO**                              **EXECUTIVE DIRECTOR**

**FULL TIME X**                      **PART TIME**                              **EXEMPT X**                      **NON-EXEMPT**

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*The duties of this position meet the stated FLSA criteria which qualify for the administrative exemption.*

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### **OBJECTIVE**

Collaborate with the Catholic Foundation staff team to enhance the identity and awareness of the Foundation using a wide variety of outreach strategies. Through personal contacts establish new and strengthen existing relationships with individuals, clergy, and leaders of Catholic organizations to foster growth and greater impact of the Foundation. Legacy giving for endowment building is the focus of this position.

### **MAJOR RESPONSIBILITIES**

1. Personally contact, develop and service prospects to secure planned gifts/investments; establish new and build existing endowments.
2. Steward donors/investors who have already given/invested or announced a commitment to a planned gift.
3. Record, report and maintain information files on all development contacts and responses.
4. Collaborate with the Foundation team to build and maintain qualified prospect lists and files and set annual marketing and fundraising goals.
5. Establish working relationships with and actively engage with agents of wealth (attorneys, accountants, trust officers, financial advisors, etc.)
6. Leverage Foundation resources to increase awareness of the Foundation in creative and efficient ways.
7. Contribute to the long-term vision and planning for strategic success of the Foundation through active participation in staff and board meetings and activities.
8. Share in the development and implementation of initiatives to increase planned giving in the Catholic community.
9. Prepare or secure and distribute promotional materials related to planned giving.
10. Coordinate planned gift program objectives with all Foundation outreach programs.

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11. Contribute to the preparation and presentation of proposals to prospective donors.
12. Contribute to the development of program reports that provide updates to the board and others.
13. Perform other duties assigned from time to time by the Executive Director.
14. Exercise discretion; uphold the Association of Fundraising Professionals Donor Bill of Rights and Code of Ethical Standards.

## **QUALIFICATIONS**

- Proven track record and history (minimum 5 years) in fundraising, sales and/or marketing
- Excellent interpersonal and written communication skills
- Able to speak and make presentations in a group or public setting comfortably and effectively
- Working knowledge of fundraising practices
- The ability to lead, work in a team setting and work independently
- Capable of handling numerous tasks at once while meeting deadlines
- Flexibility and agility to thrive in an evolving organization
- Functional knowledge of planned giving (estate planning, tax laws, wills, trusts, etc.)
- Inspired by and willing to support the mission of the Catholic church/ministries

**Education:** Bachelor's degree

## **COMPETENCIES**

- Proficient in Microsoft Office
- Experience with donor databases preferred
- Able to develop and maintain successful relationships
- Results oriented
- Works well independently and as part of a team
- Works well in an environment of change
- Maintains valid PA driver's license and reliable transportation

## **PHYSICAL REQUIREMENTS**

- Ability to work at a computer
- Ability to lift 25 pounds occasionally
- Ability to travel within the diocese and beyond as determined related to program and gift development activities