

# *Diocese of Erie*

## St. Mark Catholic Center Position Profile

**Job Title:** Director of Advancement  
**Department:** Office of Communications and Advancement  
**Location:** Erie (SMCC).  
**Reports to:** Executive Director  
**Cabinet:** Executive Director  
**Classification:** Salary  
**FLSA:** Exempt; Full-Time  
**Budget:**  
**Date Created:** 05/19/2025 (updated)

### **OBJECTIVE:**

The Director of Advancement will develop and oversee comprehensive fundraising programs for the Diocese of Erie. In support for the Bishop of Erie's vision, this position will be responsible for creating, implementing and managing strategies to enhance philanthropic goals. The Director of Advancement plays a vital role in supporting the Catholic Church's mission by fostering a culture of stewardship, philanthropy and faithful generosity.

The Director of Advancement will lead efforts to cultivate relationships with pastors and donors, while overseeing major fundraising campaigns and events to ensure financial sustainability for the diocese and its respective ministries. This role requires a highly self-motivated and passionate individual with fundraising experience or transferable skills in project management, marketing and communications.

### **RESPONSIBILITIES:**

The Director of Advancement will:

- Develop and implement a comprehensive diocesan development plan that aligns with the Catholic Church's mission and the Diocese of Erie's strategic priorities.
- Promote stewardship as a way of life, encouraging the faithful to respond to God's call through prayer, participation and generous giving.
- Execute the Diocese of Erie's annual Catholic Services Appeal in collaboration with diocesan leadership and ministries.
- Support major gift, special event fundraising and donor management activities.
- Identify, cultivate and solicit major gift prospects and maintain and manage a major gift portfolio of prospects.
- Inform prospective contributors of the diocese needs and encourage gifts from all appropriate avenues.

- Collaborate with other diocesan organizations, department heads and fundraising groups to align fundraising strategies with ministry missions and values, ensuring support while avoiding overlapping efforts, dates and donors.
- Develop a program for gifts of estates, trusts and other various financial venues that reflect financial planning and deferred giving opportunities.
- Create and maintain a database of individuals, parishioners, businesses, foundations and prospective families.
- Be responsible for monitoring and analyzing data to evaluate performance and adjust strategies as needed. This includes tracking donor engagement and retention rates, analyzing revenue streams to make data-driven decisions that help the organization achieve its fundraising goals.
- Be flexible and adaptable, able to adjust fundraising strategies in response to changing circumstances or unexpected events.

## **QUALIFICATIONS:**

### **Education:**

- A bachelor's degree in nonprofit management, business administration or a related field is required.

### **Experience:**

- **Five plus years of related experience** and/or training, including experience in major gifts, corporate and foundation giving and special events. Experience in planned giving and digital fundraising is also highly valued.
- Must possess **strong leadership and self-management skills, with experience managing a portfolio**. This requires the ability to set goals and expectations, motivate colleagues and provide guidance and support as needed.
- **Experience with fundraising software and donor databases** is a critical qualification.

### **Other/Preferred Skills:**

- **Travel required.** Must have a valid driver's license and the ability to travel throughout the Diocese of Erie.
- Must **be willing to work on a flexible schedule**, including occasional nights and weekends.

### **Competencies:**

- Job Knowledge: performs duties within required standards; continues education to update skills; and exhibits leadership skills.
- Problem Solving: clarifies the context to solve problems; uses sound judgment; and makes constructive recommendations.

- Communication: expresses ideas and thoughts verbally and in written form; communicates regularly with donors, parishes, colleagues and supervisor.
- Servant Leadership: requires excellent interpersonal skills, as well as the ability to build relationships and work effectively with diverse groups of people.
- Teamwork: leads effective group meetings; delegates effectively; and works with colleagues collaboratively.

### **PHYSICAL DEMANDS::**

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to ten pounds and occasionally lift and/or move up to twenty-five pounds.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This position works evenings and weekends as needed and travels regularly throughout the Diocese of Erie.

### **OTHER DUTIES:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date