



DIOCESE OF SPRINGFIELD IN ILLINOIS

Catholic Pastoral Center

Job Title: Director of Donor Engagement
Division/Department: Office for Parish Vitality and Mission Advancement
Reports to: Director, Office for Parish Vitality and Mission Advancement
FLSA Status: Exempt
Prepared Date: July 2021 Revised:

Summary

The Office of Parish Vitality and Mission Advancement provides unique support and resources for parishes, schools, and diocesan contributors. By removing unnecessary burdens and challenges (time, staff, money, etc.), the Office has strategically structured resources which enhance efficiency and effectiveness for fostering stewardship and discipleship making at the parish level. In addition, the Director of Donor Engagement not only builds relationships with diocesan benefactors, but also improves and coordinates with parish administrators and donors.

Essential Duties & Responsibilities

Parish Vitality

1. Guide and train parishes on large development projects.
 - a. Coordinating with other diocesan offices, support parish Capital Campaign projects.
 - b. Assist parishes in approving wills, bequests, and other gifts.
2. Assist in training the parish in appropriate software platforms for tithe and appeal purposes as well as diocesan standards for parish reporting.
3. Assist with implementation of the Parish Season of Stewardship effort on an annual basis.
4. Coordinate and follow-up on parish vitality projects, as needed

Mission Advancement

5. Plan, design, and execute diocesan appeals and special projects.
 - a. Research the feasibility of appeals.
 - b. Creates a calendar of fundraising events.
 - c. Develop a donor database.
 - d. Plan events and functions to support appeals.
 - e. Ensure adequate internal controls are in place to secure receipts.
 - f. Acknowledge donors and foster relationships. Oversees donor correspondence, recognition, and database.
 - g. Identify strategies to cultivate existing and potential donors, including individuals and businesses.
6. Manage the Bishop's Gift Society. Plan events, recruit new members and promote the Society. Creates a process and environment for the Catholic Bishop of the Diocese of in Illinois to enhance relationships with major donors.

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7. Coordinate and support the Parish Community Tithes to Diocesan Ministries as needed

8. Research and apply for other grant programs to support schools and other diocesan ministries.

The Foundation of the Roman Catholic Diocese of Springfield in Illinois:

9. Assist and coordinate administrative functions of the Foundation including but not limited to:

- a. Maintain current records for established and new endowments.
- b. Send endowment beneficiaries annual report, noting endowment funds, options for receipt and track all responses and requests from the annual report.
- c. Coordinate with the Finance office for checks to those using the endowment funds.
- d. Follow-up with a letter in an appropriate amount of time to determine how the endowment funds were used.

10. Other duties as assigned.

Education And/or Experience

Bachelor's Degree in related field. 5 years experience in development that includes work with foundations, capital campaigns and collections.

Required Skills, Knowledge and Characteristics

- A practicing Catholic in full communion with the teachings of the Church.
- Strong oral and written communication skills with attention to accuracy and detail. Public speaking skills.
- Evidence of measurable fundraising results.
- Self-motivated.
- Computer literate with proficiency in Microsoft office, Outlook or other email systems and related database systems.
- Excellent interpersonal skills.
- Budgeting and planning experience.
- Demonstrated ability to increase productivity and continuously improve methods and services.
- Commitment to continuous learning.
- Ability to adapt in an environment of constant change.
- Availability for evening and weekend work.
- Valid driver's license.

Physical Demands:

The physical demands of the position are those typically associated with work conducted in an office environment. The position requires the person be able to lift 30 pounds. Must be able to operate a motor vehicle. Will be required to work outside of normal office hours and offsite when necessary.

Work Environment:

The Diocesan Pastoral Center operates in a smoke-free environment. The employee must be willing to abide by all policies of the Diocese of Springfield in Illinois. The general environment for this position is that commonly associated with a temperature-controlled office setting.

To Apply:

Please send resume and cover letter to Erin Danaher at hr@dio.org. Documentation can also be mailed to:

Catholic Pastoral Center

Attn: Erin Danaher

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