



Catholic Foundation OF EASTERN PENNSYLVANIA

JOB DESCRIPTION

POSITION: Director of Development

REPORTS TO: President, Catholic Foundation of Eastern Pennsylvania

STATUS: Salary Exempt, Full-time. Remote work position.

SALARY RANGE: \$50,000 to \$60,000 + healthcare benefits

POSITION DESCRIPTION

The Director of Development is responsible for planning, organizing, and implementing all activities related to the Catholic Foundation's Partner Marketing & Development Program. In addition, the Director of Development supports the Foundation's president with the development of new partners. This position has the responsibility for establishing marketing and fundraising goals and strategies for increasing endowment funds and planned gifts for the Catholic Foundation's partners.

It requires an understanding of and commitment to the mission, vision, and goals of the Catholic Foundation of Eastern Pennsylvania and follows ethical fundraising practices in all matters.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Manage the Catholic Foundation's Endowment Partner Program to market and grow current endowment funds with emphasis on Planned Giving.

Organize and conduct information sessions for potential donor constituencies, including pastors, parish finance councils, individuals, and financial advisors.

Identify and cultivate top donors to create new endowment funds or add to existing endowment funds.

Meet with endowment and planned gifting prospects and their attorneys and financial advisors as appropriate.

Develop marketing materials that are appropriate for targeted parish, school, and organization partners. This includes print, website, and social media.

Work with the Catholic Foundation's Administrative Assistant to maintain partner agreements, donor records, and partner and donor communications and donor acknowledgement.



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Identify marketing and public relation opportunities (news & feature stories, etc.) for partners and the Catholic Foundation.

Support the Foundation president to identify new partner opportunities with parishes, pastors, schools, individuals, and organizations to support Catholic institutions and causes.

Provide progress reports to the Catholic Foundation president.

Perform additional duties as requested by the Catholic Foundation president.

QUALIFICATIONS:

Five+ years frontline fundraising or direct in-person frontline sales experience, with major account or major and planned gifts experienced preferred.

Five+ years in program management.

Bachelor's degree preferred.

KNOWLEDGE, SKILLS, & ABILITIES:

Demonstrated success in fundraising, through engaging and managing donors.

Knowledge of the ethical and legal issues around fundraising, and adherence to Association of Fundraising Professional (AFP) Standards.

Excellent communication skills (verbal, written, listening, social media).

Ability to work a flexible schedule and attend occasional evening and weekend meetings and presentations.

Knowledge of donor management software, such as Blackbaud and Raiser's Edge.

HOW TO APPLY

Please email resume and cover letter to info@catholicfoundationep.org.