

The Catholic Alliance (“TCA”)

Position: Development Director

Our Vision

To inspire and facilitate financial planning and giving that promotes the Gospel, transforms lives and glorifies God

Our Mission

To develop philanthropic support for the ministries of the Archdiocese of Denver

Reports to:

Executive Vice President, Development

Supervises:

- None

The Catholic Alliance Advancement:

The Catholic Alliance is building an advancement enterprise that mirrors the excellence of the eight ministries of the Archdiocese of Denver (AOD) it serves including:

- Catholic Charities
- Holy Family High School
- St. John Vianney Seminary
- Bishop Machebeuf High School
- Hispanic Ministries
- Seeds of Hope
- Redemptoris Mater Seminary
- Archbishop’s Catholic Appeal

While the ministries will continue to be part of the AOD, they have outsourced their fund-raising to TCA, which partners with the associated ministries to build and foster a culture of deep engagement and philanthropy in support of their individual ministries for the benefit of the Church.

Primary Responsibilities:

- **Administrative**
 - Collaborates with Executive Vice President of Development in the preparation of annual fundraising projections, including the creation of work plans with targets, objectives and goals for the assigned region or ministry of existing donors and prospects.
 - Prepares regular reports on impact of Development efforts to the Executive Vice President of Development.
 - Keeps track of crucial Development issues and develops long-term strategies and plans.
- **Donor Relationships**
 - Identifies and develops individual and corporate/foundation prospects for TCA’s fundraising priorities. Conducts face-to-face meetings with donors to learn more about their interests and goals in supporting the Ministries and to educate them about the work of TCA.
 - Assumes personal responsibility for relationships with a designated number of donors; undertaking direct individual donor solicitations as appropriate with support from the Executive Vice President.
 - Attendance at 20 or more evening scheduled events per year (i.e., private dinners, major fund raisers, etc.).
 - Implements a structured program to foster strong, long-term relationships with targeted donor constituencies.
 - Actively solicits and closes gifts of \$X and will work with TCA, ministry, and church leadership to effectively identify, cultivate, solicit, and steward donors toward increased level of giving.

- Coordinates visits with major gift prospects, donors, and key individuals for the CEO of TCA, Executive Vice President of Development, certain Board Directors and lay and church leaders as appropriate.
- Collaborates with Events staff to ensure donors are included in various events that target audiences of the ministries and stays informed about which events appeal to specific donors in the Director of Development's portfolio.
- Works with committees for the purpose of carrying out major gifts fundraising events.
- Collaborates with Executive Vice President of Development to develop, create, and edit materials for promoting the work of the Alliance and its ministries as needed.

Leadership Attributes:

- **Catholic Faith:**
 - Is articulate in the Catholic Faith and in good standing with the Church.
- **Team Culture:**
 - Is a team player, inclusive and flexible, energetic and fair minded; confident in expressing opinions, employing sensitivity to opinions of others.
 - Has creative initiative, strong organizational skills, is resourceful and willing to take charge.
 - Confident yet collegial; flexible in balancing immediate needs with long-term goals.
- **Integrity:**
 - Fosters the highest level of confidentiality; high level of ethics, integrity and professional demeanor.
 - Exudes excellence and objective fairness in customer orientation.
 - Is a self-starter and can work independently and collaboratively; hard worker with high energy; a “doer” with a willingness to work hands-on in developing and executing a variety of development and advancement activities.

Qualifications and Minimum Requirements:

- Catholic in good standing with the Church with a positive and supportive attitude toward the Catholic Church, her teachings, and her work; as well as refrain from public promotion or approval of any conduct or lifestyle that would discredit or disgrace, or cause scandal in relationship to, the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals.
- Bachelor's degree, preferably in business or non-profit administration.
- Minimum five years of experience in business with preference for development with an emphasis on major gifts, corporate, foundation and event fundraising.
- Excellent written and oral communication skills.
- Knowledge of Microsoft Office and familiarity with fundraising database; Blackbaud's Raiser's Edge is preferred.
- Trade association membership or certification preferred, such as CFRE (Certified Fund Raising Executive).