



Catholic Charities Program Giving Director Job Announcement

THE OPPORTUNITY

Catholic Charities, the social services arm of the Catholic Church in the Archdiocese of San Francisco, is seeking an experienced and effective Program Giving Director to have a positive impact on the organization's desire to enhance and grow funding for critical programs at Catholic Charities.

Founded in 1907 to care for the orphans of the San Francisco earthquake, Catholic Charities is an independent non-profit organization that today serves and advocates for the poor, the sick, the distressed, children, youth, families, immigrants and seniors, regardless of race, religion, color, sex, age, physical or mental disability, national origin, sexual orientation, or any other basis covered by local law. Catholic Charities is rooted in faith traditions of charity and justice and all financial contributions directly support its programs in Marin, San Francisco, San Mateo and Sonoma Counties.

Catholic Charities' mission supports families, aging adults and adults with disabilities, and youth through social services and opportunities for healthy growth and development. Providing programs in keeping with its values of respect, compassion and accountability, Catholic Charities touches the lives of over 35,000 individuals annually.

POSITION SUMMARY

The Program Giving Director reports to the Director of Advancement and oversees the identification, cultivation, solicitation, and stewardship of individuals who will support and donate to specifically identified programs at Catholic Charities. The Program Giving Director will work closely with the Director of Advancement, the Executive Director, the Individual Giving Director, and the Board of Directors to strategize and build relationships with new and current donors to achieve programmatic contributed income goals.

RESPONSIBILITIES

In collaboration with the Director of Advancement and Advancement team –

- Provide strategic direction and develop short/long range fund development plans to grow support for Catholic Charities' specifically identified programs.
- Build and manage a broad base of individual donors and prospects from various sources, with particular attention to those prospect segments identified as having the greatest potential for growth.
- Manage individual donor/prospect identification, research, cultivation, engagement, solicitation, and stewardship for specific Catholic Charities' programs.
- Ensure that annual philanthropic revenue goals for specific programs are met.
- Identify and execute donor cultivation opportunities, including volunteer engagement, events, site visits, and meetings as appropriate.
- Work closely with and support the Executive Director, Division/Program Directors and Board members to identify new donors and funding opportunities for specific Catholic Charities' programs while engaging, more deeply, the donors who are currently supporting those programs.
- Personally manage and nurture a portfolio of major donors with the capacity to give between \$1,000 and \$25,000 with a moves management plan to achieve annual contributed income goals for specific programs.
- Other duties and responsibilities as assigned at any time.



QUALIFICATIONS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience

The ideal candidate will possess the following:

- Bachelor's degree or higher required.
- Minimum of five years of fundraising experience with a non-profit organization required; experience managing specific campaigns preferred.
- Experience with constituency software, particularly Raiser's Edge.
- Experience with web-based, e-mail, and social media fundraising tools.
- Experience with writing corporate and foundation grants preferred.

Knowledge, Skills & Abilities

- Knowledge and understanding of the Bay Area funding community
- A willingness and excitement to work with the Development and Senior Leadership Team
- Strong sales orientation, proven ability to prospect as well as close funding opportunities
- Strong strategic thinking skills with an ability to use data to make decisions and to translate strategy into action
- Excellent communications skills, both oral and written, supported by the ability to use technological tools
- Must be able to represent Catholic Charities independently to potential donors and make compelling asks
- Self-motivated with the ability to work independently and as part of a team with great energy and persistence. Experience working with diverse constituencies
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time
- Critical thinking, problem solving, accuracy and attention to detail
- Access to transportation to visit with donors and prospects
- Available for occasional work events on weekends and evenings
- Familiarity with and support of the social teachings of the Roman Catholic Church and an understanding of Church administrative structure and parish operations
- Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in cross-cultural situations

Clearances Required Prior to the First Day of Employment:

Fingerprinting
Clearance: **Required**

TB Screening-
Negative Tuberculosis Test: **N/A**

First Aid
Certificate: **N/A**



PHYSICAL REQUIREMENTS

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Frequent repetitive motions: Making substantial movements (motions) wrists, hands, and/or fingers.
- Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and extensive reading.
- Driving is required for this position.

If driving a car is required for the position, incumbent must have a valid California driver's license and be able to provide proof of DMV record and personal insurance (if required.)

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.

- Noise level in work environment is usually moderate in accordance with typical office environment.
- Occasionally exposed to perfume or scents in personal care products used by employees, clients and visitors.

SALARY AND BENEFITS

This is a full-time, exempt position. The Program Giving Director is a member of the Advancement Department and reports to the Director of Advancement.

The salary will be commensurate with experience.

Benefits include Medical, Dental, Vision, Flexible Spending Plan, Life Insurance, Disability & Workers Compensation, Paid Time Off, and 401(k) Retirement Plan.

Fingerprinting clearance, education verification, valid California driver's license and insurance are required.

+++

This Search is being conducted by the Center for Volunteer & Nonprofit Leadership. **To be considered as an applicant, please:**

- E-mail PDF of Resume and Cover Letter in confidence to: cvnlsearch@cvnl.org
No phone calls please. Applications without a cover letter will not be considered
- Include in the subject line: "Catholic Charities Program Giving Director Search"

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

CATHOLICCHARITIES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability or AIDS/HIV status or any other characteristic protected under federal or state law.

Pursuant to the San Francisco Fair Chance Ordinance we will consider for employment qualified applicants with arrest and conviction records.