

**CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA**  
**JOB DESCRIPTION**

**NOTICE:** This job description is provided as a general summary of common job duties performed by individuals assigned to this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Catholic Charities, nor does it in any way alter the employment at-will relationship that exists between employees and Catholic Charities. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

**JOB TITLE:** Chief Development Officer  
**REPORTS TO:** Chief Executive Officer  
**EMPLOYMENT STATUS:** Exempt  
**TIME COMMITMENT:** Full-Time  
**SALARY:**

**Position Summary**

The Chief Development Officer (CDO) leads and oversees fundraising, grant writing, marketing, communications, and volunteer management for Catholic Charities with a One Agency lens, keeping the Mission, Vision, Values, and policy and procedure in alignment. In every sphere of influence, the Chief Development Officer ensures compliance with relevant ethical guidelines, laws, policies, and procedures, and continually researches and implements best practices. The Chief Development Officer represents Catholic Charities in external settings as a key representative of Catholic Charities in the community.

**Dimensions**

**Staff:** Supervision (5-20), Direct Reports (2-4), Volunteers (0-15)  
**Budget:**  
**Agency-wide Committees:** Executive Team, Leadership Team  
**Signature Authority:** Per Agency Financial Processing Approval Procedure/Authority Levels

**Essential Functions**

1. Participate as a member of the Executive Team to define the organization’s mission and direction. This includes strategic and operational planning, ensuring alignment of development activities with Mission, Vision, and Values, evaluating the effect of internal and external forces, and adjusting messaging and strategy as needed, developing a healthy funding mix, and evaluating and influencing the performance of the department and agency as a whole.
2. Provide leadership, training, and support for Catholic Charities’ fund development, communications and marketing, and volunteer teams, ensuring stability by creating a

working environment that is rewarding to staff, volunteers, and donors. Provide training to staff and volunteers regarding best practices in development in support of the agency's needs. Ensure that training meets best practice standards.

3. Draft annual fundraising and grant revenue projections based on historical performance, current capabilities, and future economic trends. Develop goals and strategies for achieving projected annual operating funds. Provide monthly analysis of progress toward annual fundraising and grant revenue goals.
4. Oversee creation and implementation of comprehensive annual marketing and communications plans to increase agency's public profile, engage new constituents, and augment fundraising and volunteer recruitment via direct mail, press engagement, social media, and online presence. Speak with fluency in the language of the Catholic faith and Catholic Social Teaching.
5. Oversee creation and implementation of comprehensive contributions fundraising plans, including major gifts, legacy giving, annual giving and events, online fundraising, and direct mail. Research and bring forward strategies to diversify funding, implement, and evaluate their effectiveness. Lead implementation of any endowment or capital campaigns. Maintain a personal portfolio of 50-100 donors in the \$10K+ annual giving range, including identification, cultivation, solicitation, data tracking, and stewardship.
6. Oversee creation and implementation of comprehensive grant fundraising plans, including public funders (federal, state, county, city), private funders, and foundations. Engage with grant and program staff regularly to ensure funding is strategically aligned and processes are functioning smoothly. Promote close partnership with compliance, accounting, and program staff to ensure grant deliverables are met, funds are spent and invoiced appropriately, and reports are sent in a timely fashion.
7. Provide general oversight of volunteer program, including recruitment, screening, placement, training, evaluation, and stewardship. Ensure healthy crossover between donors and volunteers, particularly for high-net-worth individuals.
8. Oversee the gift acknowledgment, tracking, stewardship, and cultivation processes for all donors. Direct the management and maintenance of all database and recordkeeping functions for the department. Ensure that all revenue, biographical info, communications, and actions are tracked in Raiser's Edge for contributions and grants.
9. Support the Board lifecycle of identification, recruitment, onboarding, training, engagement, evaluation, and stewardship. Provide resources to the Board and executive leadership to ensure a healthy, diverse, and productive Board environment that includes a significant focus on supporting fund development.
10. Serve as an articulate and appropriate spokesperson and advocate for Catholic Charities'

mission and program in the community. Participate and attend community events to establish strategic relationships for potential funding.

11. Support the Mission, Vision, and Values of Catholic Charities in the performance of all essential job functions and responsibilities.

**Note: Catholic Charities considers this position to be a mandated reporter of child abuse and elder abuse.**

### **Other Responsibilities**

1. Requires travel throughout Sonoma, Lake, Mendocino, and Napa counties.
2. Requires flexible schedule including weekend and evening work as needed.
3. Work with the Diocese of Santa Rosa and local parishes as appropriate and requested.
4. Perform other related duties as assigned.

### **Agency Culture**

It is essential that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values.*
- *A commitment to excellence in everything we do.*
- *A commitment to performance and quality improvement.*
- *A commitment to outcomes and measured results.*
- *A commitment to innovation and to what is possible.*

### **Education, Experience, and Skills Required**

1. Bachelor's degree and a minimum of five years of experience as an executive in Development and Communications or ten years' experience as a manager or supervisor in Development and Communications required. An additional four to six years' experience in fund development, communications, and volunteer coordination may substitute for a Bachelor's degree. A Master's is degree preferred. An additional two to three years' experience in direct fund raising, event management, and volunteer coordination may substitute for a Master's degree.
2. Demonstrated knowledge of the best practices in fundraising, communications, and volunteering. Demonstrated experience and confidence successfully securing 7-figure gifts from private and public sources. Membership in Association of Fundraising Professionals (AFP) is expected.

3. Demonstrated experience and confidence in asking people to contribute time and money. Must be comfortable being in the public eye. Demonstrated ability to successfully plan and achieve short-term and long-term fundraising goals and enthusiasm and ability to lead the achievement of ambitious fundraising efforts.
4. Knowledge and experience in the areas of non-profit marketing, public and press relations, external communications, social media and digital communications, and public engagement.
5. Must have experience overseeing volunteer programs, including volunteer recruitment, screening, placement, training, evaluation, and stewardship.
6. Excellent organizational skills needed. Must be able to prioritize responsibilities properly and handle multiple tasks relating to concurrent development projects. Ability to develop and implement strategic and operational plans.
7. Demonstrated ability to be responsive to deadlines, managing, and completing multiple projects simultaneously in fast-paced, demanding environment. The ability to keep up to date with the issues the agency addresses.
8. Ability to work independently and collaborate effectively and work as part of a team. Cooperative, friendly, proactive, and helpful attitude with clients and co-workers of all ages and socio-economic backgrounds.
9. Familiarity with Raiser's Edge donor management software, or similar software, along with a commitment to maintaining the integrity of donor data. Demonstrated proficiency with Office 365 and familiarity with databases; willingness to learn and apply new software and platforms as necessary for the work.
10. Excellent written and verbal communication; organization, fundraising, conflict resolution, problem-solving, analytical, and abstract reasoning skills. Must be able to convey information and ideas clearly utilizing a high-level of initiative, judgement, and critical thinking skills. Ability to manage confidential information.
11. Excellent interpersonal skills, cooperative, friendly, proactive, and helpful attitude with clients and co-workers. Ability to work closely with clients and other employees to ensure a positive and constructive environment within the program or department and throughout the agency.
12. Passion and enthusiasm for the mission of Catholic Charities to care for the most vulnerable members of our community to transform their lives through dignity, hope, and love, including the ability to confidently speak the language of the Catholic faith and Catholic Social Teaching with donors, volunteers, and staff.

13. Valid driver license and at least state required minimum of automobile insurance, clear DMV driving record and ability to provide own transportation. Must be willing and able to travel between agency sites.
14. Must pass DOJ background clearance (fingerprinting) in accordance with the Diocese of Santa Rosa's policies prior to start of employment.
15. Bilingual (English/Spanish) preferred, but not required.

**Job Analysis/Job Description Physical Requirements**

Never (N)  
 Occasionally (O) = Up to 3 Hours per Day  
 Frequently (F) = Up to 6 Hours per Day  
 Constantly (C) = Up to 8 Hours per Day

<b>Physical Activities</b>	<b>Frequency</b>
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	O
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	O
Remaining in a stationary position, often standing, or sitting for prolonged periods.	F
Moving about to accomplish tasks or moving from one worksite to another.	F
Adjusting or moving objects up to 10 pounds in all directions.	F
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands, and/or fingers.	F
Operating machinery and/or power tools.	O
Operating motor vehicles or heavy equipment.	F
Assessing the accuracy, neatness, and thoroughness of the work assigned.	F

<b>Environmental Conditions</b>	<b>Frequency</b>
Low Temperatures.	O
High Temperatures.	O
Outdoor elements such as precipitation and wind.	O
Noisy environments.	O
Hazardous conditions.	O
Poor ventilation.	N
Small and/or enclosed spaces.	O
No adverse environmental conditions expected.	X

Physical Demands	Frequency
Sedentary work that primarily involves sitting/standing.	O
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	N
Heavy work that includes moving objects up to 100 pounds or more.	N

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**Signatures**

This job description has been approved by all levels of management:

Management \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the essential duties, functions, and requirements of the position.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Printed) \_\_\_\_\_