

**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:** Director, Individual Giving  
**EDUCATION:** 4-year Degree Required  
**REPORTS TO:** Chief Development Officer  
**EXPERIENCE LEVEL:** Director  
**EMPLOYMENT STATUS:** Exempt/ Full time  
**SUPERVISION:** Direct Reports: 1-3  
**SALARY:** **Hiring range is base compensation; total package includes medical, dental, vision and 403(b).**

**Who We Are**

Since our founding in 1954, Catholic Charities of the Diocese of Santa Rosa has served the most vulnerable members of what is currently our 6-county service area from Sonoma County, CA to the Oregon border. We are a dynamic team of individuals with diverse backgrounds and experiences, united in our shared commitment to providing innovative and compassionate services to people of all backgrounds, beliefs, and cultures.

**Position Summary**

The Director, Individual Giving directs and implements strategies for identifying, qualifying, cultivating, soliciting, and stewarding individual donors and legacy prospects and overseeing the activities and portfolios of Major Gift and Mid-level Gift Officers. In every sphere of influence, the Director, Individual Giving ensures compliance with relevant ethical guidelines, laws, policies, and procedures, and continually researches and implements best practices. The Director, Individual Giving frequently represents Catholic Charities in external settings as a representative of Catholic Charities in the community.

**Essential Functions**

- Evaluate current strategies and stewardship practices while developing processes to enhance Catholic Charities' mid-level (including recurring gift program and donor acquisition activities) and major gift programs to increase individual contributions to CCDSR. Strategies include solicitation of major gifts, cultivation, identifying appropriate portfolio allocation and assuring solicitations are being carried out.
- Provide leadership, training, and support for Catholic Charities' frontline fundraisers to ensure coordination of efforts, strategy-driven activities, and accountability of individual goals.

- Participate in drafting annual fundraising revenue projections based on historical performance, current capabilities, and future economic trends. Develop goals and strategies for achieving projected revenue. Participate in monthly analysis of progress toward annual fundraising revenue goals and weekly portfolio review meetings with other frontline fundraisers.
- Maintain a personal portfolio of 75-100 donors in the \$10K+ annual giving range including identification, cultivation, solicitation, data tracking, and stewardship. Develop individualized cultivation, ask, and stewardship plans for each major donor, and train other fundraisers to do the same.
- Support the gift acknowledgment, tracking, stewardship, and cultivation processes for all gifts of \$1K+. Perform regular audits to ensure that all major gifts and legacy gifts, biographical information, and relevant actions are tracked accurately in Raiser's Edge.
- Collaborate in creation of fundraising communications calendar and materials. Contribute to creation of strong and compelling solicitation letters and proposals, stewardship letters, and reports. Contribute content and editing to other fundraising and stewardship collateral. Ensure appropriate audience, timing, and content related to major asks and legacy asks. Work alongside appropriate staff on annual giving donor listings, annual report donor listings, and other stewardship activities for donor recognition purposes
- Serve as an articulate and appropriate spokesperson and advocate for Catholic Charities' mission and programs in the community and elsewhere by participating in and attending community meetings and events to establish strategic relationships.
- Support the Mission, Vision, and Values of Catholic Charities in the performance of all essential job functions and responsibilities.

### **Leadership Team Expectations**

- Strategic Leadership: Develop and implement organizational strategies.
- Operational Management: Oversee day-to-day operations, ensuring efficiency and effectiveness.
- Financial Stewardship: Manage budgets, resources, and financial performance.
- Human Capital Development: Lead and develop staff, fostering a high-performance culture.
- External Relations: Build and maintain strong community partnerships.
- Performance and Improvement: Drive performance metrics, identify opportunities for improvement, and implement best practices.
- Ensure cross-departmental collaboration.
- Manage risk and compliance.
- Develop and implement policies and procedures.
- Represent the organization externally.

### **Other Responsibilities**

- Requires some travel throughout Sonoma and Napa counties.
- Requires flexible schedule including weekend and evening work as needed.

- Perform other related duties as assigned.

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

- Bachelor's degree and a minimum of 5 years of experience as a manager or supervisor in Development. An additional 4-6 years' experience in fund development may substitute for a bachelor's degree.
- Demonstrated experience and confidence in asking people to contribute time and money. Must be comfortable being in the public eye.
- Demonstrated knowledge of the best practices of fundraising, and ethical storytelling. Demonstrated experience and confidence successfully securing 5-and 6-figure gifts from private and public sources.
- Demonstrated ability to successfully plan and achieve short-term and long-term fundraising goals; enthusiasm and ability to lead the achievement of ambitious fundraising efforts.
- Demonstrated ability to be responsive to deadlines, managing, and completing multiple projects simultaneously in a fast-paced, demanding environment; ability to keep up to date with issues the agency addresses.
- Computer literacy required including demonstrated proficiency with Office 365; familiarity with databases; willingness to learn and apply new software and platforms as necessary for the work.
- Familiarity with Raiser's Edge donor management software, or similar software, along with a commitment to maintaining the integrity of donor data.
- 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 and quickly utilizing a high-level of initiative, judgement, and critical thinking skills. Ability to manage confidential information.
- Excellent organizational skills needed. Must be able to prioritize multiple responsibilities properly and handle multiple tasks relating to concurrent development projects. Ability to develop and implement strategic and operational plans.
- 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.
- 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.
- 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.
- Must pass DOJ background clearance (fingerprinting) in accordance with the Diocese of Santa Rosa's policies before starting employment.

**Physical Demands:** Employees must be able to sit or stand for extended periods, use hands to operate computer and office equipment, and occasionally lift up to 20 pounds. The position requires good vision, hearing, and communication skills. Reasonable accommodations may be made for individuals with disabilities to perform essential job functions.

**Work Environment:** The work environment is primarily office-based with moderate noise levels due to phone calls, equipment, and interpersonal interactions.

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

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