



## **Director of Advancement**

### **Catholic Community Foundation of the Diocese of Richmond**

The Catholic Community Foundation of the Diocese of Richmond is seeking a **Director of Advancement**.

**Summary/Purpose:** The Director of Advancement provides strategic leadership and oversight for all major and planned gift donor efforts. This position is responsible for designing and executing a comprehensive development program that secures significant philanthropic support (\$10,000+) for the Catholic Community Foundation, parishes, schools, and Diocesan ministries. As a key member of the leadership team, the Director supervises the Philanthropy Advisors (Major Gift Officers) staff, manages a donor portfolio, and ensures the Foundation meets annual revenue targets that support the Catholic Community Foundation, parishes, schools, and Diocesan ministries.

#### **Responsibilities:**

1. Works with CCF leadership, CCF Board, and CCF staff members to achieve goals and objectives outlined in the CCF's Strategic Plan. Works with the CCF leadership, CCF board members, and CCF staff to align donor interests with organizational priorities.
2. Manages the day-to-day work of the Philanthropy Advisors (Major Gift Officers).
3. Sets individual fundraising targets for staff; conducts annual performance appraisals and provides ongoing coaching in moves management.
4. Leads the development of individualized major and planned gift solicitation strategies for all portfolios within the Foundation to ensure a pipeline of five-, six-, and seven-figure gifts. Implements and oversees short- and long-term major gift and planned gift strategies to achieve organizational goals and build a culture of philanthropy across the Diocese.
5. Cultivates and solicits major and planned gifts from a select portfolio of the Foundation's higher-capacity donors.
6. Works with the Director of Development and Operations on the budget for major and planned gifts ensuring efficient use of resources for events, travel, and donor cultivation.
7. Provides regular high-level reporting on performance and pipeline health.
8. Tracks donor activity, proposals, and outcomes. Prepares reports on fundraising performance and pipeline as requested. Maintains accurate donor records in the Raiser's Edge NXT database.
9. Initiates and responds to correspondence with key constituents. Communicates effectively through email and in-person visits.
10. Creates meaningful engagement opportunities (events, reports, impact stories) and maintains ongoing communication with donors to deepen their commitment to the Catholic Church.
11. Assists with review and verification of major gift and planned gift donor recognition lists.
12. Attends regional and national conferences to advance understanding of fundraising best practices.
13. Supports capital campaigns, the Annual Diocesan Appeal, and other fundraising activities as requested.
14. Performs other duties as assigned.

**Working Conditions:** The position of Director of Advancement is a full-time position. The standard office hours are Monday – Friday, 8:30 a.m. – 4:30 p.m. however, office hours may vary weekly depending on special events and visits with donors and other key constituents which may include evenings and weekends.

**Qualifications:**

1. Bachelor's degree required; 10+ years of demonstrated success in major and planned gifts, with at least 5 years in a supervisory or leadership capacity.
2. Proven success in personally closing five-, six-, and seven-figure gifts and leading teams to do the same.
3. Exceptional ability to mentor staff, manage multiple competing priorities, and lead during periods of organizational growth.
4. Mastery of interpersonal, written, and public speaking skills. Fluency in English and Spanish is preferred.
5. Advanced understanding of moves management strategies as well as how to analyze wealth screening data and implement it in donor strategy.
6. Well versed in endowments, charitable gift annuities, trusts, and bequests.
7. Able to work independently and collaboratively and to multi-task in a fast-paced environment. Accurate, detail-oriented, dependable, and punctual.
8. Must be proficient in the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). Experience with Blackbaud's Raiser's Edge is preferred. Strong computer skills are required.
9. Must be able to travel frequently, serve in a full-time capacity, and be available as needed during nights and weekends.
10. A background in and appreciation of the Catholic Church and its teachings as well as nonprofit settings is preferred.

**Summary**

Interested candidates should submit a cover letter of interest, resume, and a full application.

For any questions, please contact Kelly Shumate, HR Generalist/Recruiter at [jobs@richmonddiocese.org](mailto:jobs@richmonddiocese.org)

To learn more about the Catholic Diocese of Richmond and who we are please visit [richmonddiocese.org](http://richmonddiocese.org)

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The Catholic Diocese of Richmond is a great place to work. As a diocese, we are a family-oriented and faith-centered group of individuals who welcome the diversity of our people and actively focus on creating a comfortable and productive workplace. We have a long-standing commitment to justice in the workplace, and we are proud of our employment practices that serve over 2,700 lay and religious employees, employers and clergy serving in the Pastoral Center, parishes, schools, and other agencies.