

THE DIOCESE OF CHARLOTTE

Director of Annual Giving



POSITION SUMMARY:

The Director of Annual Giving is responsible for the planning, organization, and supervision of the annual Diocesan Support Appeal, the Priests' Retirement Appeal, the Diocesan Parish Stewardship efforts, the two combined appeals and other special appeals and collections.

KEY RESPONSIBILITIES:

- Directs and has the primary responsibility for all aspects of the Diocesan Support Appeal. This includes working with pastors and parish leaders to implement a personalized approach to the DSA in parishes needing assistance.
- Has the primary responsibility for the promotion of the Priests' Retirement and Benefits annual diocesan appeal.
- Has the primary responsibility for the diocesan and USCCB second collections. This includes serving as primary contact for the Diocese of Charlotte to the Office of National Collections of the USCCB and updating the national office regarding our diocesan second collection schedule.
- Interacts professionally with donors and prospects via personal visits, phone calls, and email correspondence.
- Responsible for the communication efforts of the Development Office, including but not limited to bi-monthly Stewardship Bulletins, annual stewardship brochures, articles for the diocesan newspaper, and web communications.
- Has the primary responsibility for the Development Office and the "Ways to Give" pages on the diocesan website.
- Responsible for overseeing the maintenance of the diocesan database. This includes overseeing the monthly parish roster update data entry.
- Provides comprehensive, accurate, and timely status reports on appeal performance, financial updates, goals, initiatives, and the success of the appeals.
- Provides assistance to stewardship committees in implementing their stewardship efforts and sustaining them on an ongoing basis. This includes training for lay witness presenters for stewardship commitment efforts.
- Develops and maintains positive relationships with clergy, schools, parish staff, and volunteers. Maintains a work schedule that maximizes availability to parishes, diocesan staff, and clergy.
- Has the primary responsibility for Diocesan-wide stewardship efforts including "Diocesan Stewardship Days" or collaborating on bi-annual Regional Stewardship conferences. This includes organizing the event, promoting the event, enlisting speakers, and managing all logistics and budget considerations.
- Has primary responsibility for the upkeep of the Blackbaud or other donation pages for all online giving.

OTHER RESPONSIBILITIES:

- Participates in staff training and development activities as directed.
- Performs other duties as required.

DIRECT REPORTS:

- Data Specialist
- Data Clerk

Requirements**POSITION REQUIREMENTS:**Education

- A Bachelor's degree in Marketing, Communications, or a related field.

Experience

- A minimum of 5 years of experience in fundraising, stewardship and marketing.

Skills

- Skills required to plan, organize, and coordinate fundraising activities; create and produce brochures and written materials; communicate effectively orally and in writing; provide liaison to diocesan and regional boards and committees; work effectively with staff, volunteers, and the public; ability to prepare and present reports.
- Must be proficient in Microsoft Office programs, including MS Word, MS Publisher, MS PowerPoint.
- Must have a good working knowledge of Blackbaud Raiser's Edge or similar database.

Physical

The physical requirements described here are representative of those that must be met by an employee to successfully perform the Responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's Responsibilities.

- The position requires the ability to sit or stand for prolonged periods; frequent keyboard use/repetitive hand motion; occasional reaching/pushing/pulling/working overhead; occasionally lifting/carrying up to 25 lbs.

WORKING ENVIRONMENT:

- Responsibilities involve travel within the Diocese of Charlotte and some professional development, and work beyond the regularly scheduled workday.

ABOUT THE DIOCESE OF CHARLOTTE:

The Roman Catholic Diocese of Charlotte encompasses 2,750 personnel across 93 parishes and missions and 20 Catholic schools in 46 counties of western North Carolina, with a growing Catholic population of more than 565,000.

For more information about the position and to apply click [HERE](#).