

Archdiocese of Louisville
Position Description

Agency:	Office of Mission Advancement	Number Supervised:	7
Position:	Director	Status:	Exempt
Reports To:	Vice Chancellor	Minimum Hours/Week:	40

Position Summary

The Director of Mission Advancement is responsible for oversight and execution of all archdiocesan development activities including the annual Catholic Services Appeal, major gifts initiative, planned giving program, donor relations, and other initiatives that might arise from time to time. The Director supports parishes, schools, and archdiocesan agencies with their development strategies/functions and helps ensure they have the resources necessary to carry out the Gospel message of stewardship that Christ entrusted to the Church.

Primary Duties and Responsibilities

1. The Director will manage the overall department by:
 - Providing oversight and direction for all departmental staff and services
 - Integrating the theology of stewardship into all archdiocesan development efforts
 - Integrating stewardship education into parish and archdiocesan workshops and formation programs
 - Coordinating the planning and execution of the annual Catholic Services Appeal in conjunction with the Archbishop, pastors, and applicable archdiocesan staff
 - Overseeing the processes and safeguards for database management of archdiocesan data records
 - Coordinating stock gift transactions, including broker and donor communications
 - Preparing the annual departmental budget and reviewing monthly performance to budget
 - Serving as a resource for parishes, schools, and archdiocesan agencies in their capital campaigns, planned giving, and grant funding initiatives
2. The Director will manage and promote major gifts and planned giving programs by:
 - Developing and overseeing the strategic direction of both programs
 - Functioning as a major gift officer with a portfolio of prospects
 - Identifying new major donor prospects not already tracked
 - Providing major donors with periodic accountability updates on the impact of their generosity
 - Continually evaluating major donor program strategies and results, and implementing refinements
3. The Director expands his/her own professional development by:
 - Periodically attending professional workshops and conferences
 - Initiating and maintaining relationships with local development professionals
 - Participating in Region V development activities of the International Catholic Stewardship Conference
 - Staying informed on tax laws and legal issues impacting donor gift planning
4. The Director serves as an ambassador of the Archdiocese at all times by:
 - Fostering community relations opportunities for development purposes
 - Serving as a member of the archdiocesan Development Council
 - Serving as a member of the Catholic Charities of Louisville development committee
 - Supporting clergy, parish staff, and archdiocesan agencies in ways that promote mutual respect
5. Additional duties, assignments, and projects as directed

Qualifications & Skills

- Minimum of Bachelor's degree from a four year accredited institution
- Experience in a Catholic parish, school, or archdiocesan agency
- Knowledge of the theology of Catholic stewardship
- Demonstrated experience in non-profit development practices and successful face-to-face solicitations
- Demonstrated managerial skills
- Ability to work evenings and weekends as needed
- Ability to travel within the 24 county area comprising the Archdiocese of Louisville
- Knowledge of Microsoft Office programs; experience with Raiser's Edge donor software is a plus
- Highly detail oriented with exceptional organization skills
- Ability to meet deadlines and work with minimum supervision
- Excellent oral and written communication skills
- Ability to keep information on donors, prospects, and others in strict confidence