



VICE PRESIDENT OF DEVELOPMENT

JUNE 2025



MISSION
ADVANTAGE
RECRUITING



ABOUT THE ROLE

The Catholic Information Center seeks a Vice President of Development to manage all aspects of the organization's development activities, including cultivation and stewardship, oversight of the team, print and digital appeals, and maintaining our donor database. The Vice President will assist the Executive Director in securing funds for the CIC by cultivating a qualified donor portfolio and assuring that as many individuals as possible are secured as new donors, retained as continuing donors, and are upgraded in their giving and involvement. The benefit of this position will be the satisfaction of helping donors fulfill their personal and philanthropic interests through their giving to and participation in the mission of the CIC.



THE POSITION

ESSENTIAL DUTIES

- Manage all aspects of the moves management process for the portfolio of current donors and prospects, including:
 - Identification and cultivation strategies for new donors
 - Assisting the Executive Director in moving potential and current donors in an appropriate and timely fashion toward solicitation and closure
 - Stewardship of existing donors to involve them in the mission and ensure continued support
 - Adhering to the highest ethical standards; demonstrate discretion, empathetic disposition, and perseverance, reflect an optimistic and positive attitude, and maintain sensitivity to needs of the donors
- Lead the drafting of grant proposals, letters of inquiry, and annual appeal materials and ensure timely and accurate reporting to institutional and individual donors
- Manage the development-related activities of all staff members, including moves management, gift-processing, reporting, and campaign production
- Oversee the solicitation of table sponsorships for the annual John Paul II Award Gala
- Maintain and refine CIC's established development calendar, house file solicitations, and fundraising procedures

QUALIFICATIONS

- A strong understanding of and commitment to CIC's mission and its individual programs
- At least five years of experience in an established development office with supervisory responsibilities
- A track record of success managing and growing a portfolio of major donors, executing all stages of the moves management process
- Experience soliciting major gifts of \$5,000-\$25,000+
- The ability and willingness to take initiative while fully cooperating with the leadership of the organization
- The ability to advance, with consistent though moderate supervision and in a collegial manner, a substantial number of projects at one time
- Superior organization and verbal and written expression

The position reports directly to the Executive Vice President and the Director, and will work in regular collaboration with the Senior Director of Operations and other CIC staff.

CATHOLIC IDENTITY & INTEGRITY

Employees acknowledge the religious nature and mission of the CIC. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, laws and policies of the Roman Catholic Church. In addition to all other legal grounds for discipline, up to and including termination, employees may be disciplined or dismissed for conduct constituting serious public immorality, public scandal, or public repudiation of the teachings, doctrines, or laws of the Roman Catholic Church.





Mission Advantage Recruiting has been retained to conduct this search.
To apply, please contact:

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