

Director of Development

The Catholic Information Center seeks a full-time Development Director to manage all aspects of the organization's development activities, including cultivation and stewardship, drafting print and digital appeals to our house file, and maintaining our donor database. The Development Director 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. This candidate would also recognize the vital importance for detail and diligence in administrative tasks large and small.

ESSENTIAL DUTIES

- Manage all aspects of the gift cycle portfolio of current donors and prospects, including:
 - Research and initiate cultivation strategies for new donors.
 - Assist the Executive Director in moving potential and current donors in an appropriate and timely fashion toward solicitation and closure.
 - Maintain stewardship contacts and make solicitations on behalf of CIC when appropriate.
 - Adhere 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 appeals and ensure timely and accurate reporting to institutional and individual donors.
- Manage the development-related activities of the Programs and Development Associate, including 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.
- Three to seven years of experience in an established development office with supervisory responsibilities.
- First-hand experience with the grantmaking and reporting processes of major private foundations and donor advised funds.
- 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.

REPORTING STRUCTURE

The position reports directly to the Executive Director and Chief Operating Officer, and will work in regular collaboration with the Director of Programming and other CIC staff.

CATHOLIC IDENTITY AND 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.

SALARY

Salary will be commensurate with experience. Candidates should include salary requirements with their applications.

TO APPLY

We expect a number of qualified candidates for this position and will accept applications from now until the position is filled. Applications received by the close of business on April 12 will receive the earliest consideration.

Please send a cover letter and resume (including at least one reference) and salary requirements to Mitch Boersma at mitch.boersma@cicdc.org. In your cover letter, please indicate why you are a particularly good fit for the Catholic Information Center. Those selected for an interview will be contacted.