

## **Diocese of Des Moines Job Description**

**Job Title:** Director of Development  
**Department:** Administrative Services  
**Reports To:** Chancellor  
**FLSA Status:** Exempt

### **Summary**

To lead fundraising, development and stewardship efforts for the Diocese of Des Moines by educating parishioners and donors on the needs for the financial support of the mission, goals and programs of the Diocese of Des Moines and soliciting current and planned giving support for the assigned areas of ministry. Responsible for budget and management of the office. Provides leadership to various departments and ministries on fundraising.

### **Essential Duties and Responsibilities**

- Coordinates all fundraising activities of the diocese, including appeals and special events for various offices of the diocese including, but not limited to, the Annual Diocesan Appeal and special appeals benefitting the programs and Offices of Vocations, Communications and Schools.
- Oversees the collection of all capital campaign pledges including the Sharing God's Gifts campaign and the Pastoral Center Renovation campaign.
- Performs administrative duties related to acknowledgement letters, year-end tax letters, and all other development-related duties.
- Manages long-term development activities including major gift and planned gift cultivation and solicitation for all diocesan programs and offices.
- Maintains close working relationship with all diocesan entities (parishes, schools, Catholic Charities, etc.) to ensure coordination and collaboration in all areas of fund development.
- Serves as staff liaison for the Bishop's Council. Communicates, organizes and plans quarterly meeting in conjunction with the Bishop and Council Chairman.
- Establishes links with parishes, schools and diocesan programs ensuring the Development Office is a resource for all internal constituents on issues related to fundraising, planned giving and stewardship.
- Serves as a member of the Directors' Committee and as an ex-officio member of the Catholic Tuition Organization Board of Directors.
- Provides leadership and guidance for parishes and the diocese in the areas of feasibility studies and capital campaigns while serving as counsel in these areas to the Diocesan Building Commission.
- Plans and directs departmental activities; provides leadership and guidance within the department; implements programs, guidelines and Diocesan policies.

- Builds and maintains relationships with constituents throughout the diocese including pastors, donors, staff and other professionals.
- Oversees and participates in the preparation of budgetary and other reports and records; reviews monthly financial statements, budgets and operating plans.
- Represents Diocese and maintains ongoing professional education with memberships in the Association of Fundraising Professionals, International Catholic Stewardship Council and the Mid-Iowa Planned Giving Council.
- Leads efforts to build knowledge and acceptance of stewardship as a way of life by offering adult-learning opportunities.
- Performs other duties as assigned.

### **Supervisory Responsibilities**

This position supervises 1.5 FTE's. Responsibilities include interviewing, training employees; planning, and assigning work; providing feedback on performance.

### **Competencies**

Quality/Quantity - uses technology to increase productivity; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; completes work in timely manner; strives to increase productivity.

Job Knowledge - competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments and uses resources effectively; requires minimal supervision; displays understanding of how job relates to others.

Workplace Ethics - treats people with respect; inspires the trust of others; works ethically and with integrity; maintains confidential information; supports teachings and mission of the Catholic Church.

Communication - expresses ideas and thoughts verbally and in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification.

Teamwork and Cooperation - establishes and maintains effective relations; displays positive outlook and pleasant manner; offers assistance and support to co-workers; works actively to resolve conflicts and gives and welcomes feedback; contributes to building a positive team spirit.

Dependability - responds to requests for service and assistance; follows instructions, responds to management's direction; takes responsibility for own actions; commits to doing the best job possible; keeps commitments; meets attendance and punctuality guidelines.

Planning/Organization - prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; works in an organized manner.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university; three to five years related experience and/or training; or an equivalent combination of education and experience.

**Language Skills**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**Mathematical Skills**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, Outlook and PowerPoint. Experience with relational database applications (i.e. MS Access, Blackbaud Raiser's Edge, etc.) and graphic design/layout is especially helpful.

**Certificates, Licenses, Registrations**

Current driver's license and be able to meet company auto insurance guidelines.

**Other Skills and Abilities**

Handle billing and collection issues in a tactful manner by treating caller with respect and consideration regardless of their financial status or position. Also provide understanding and present solutions to their specific situations and communicate their importance to our diocese.

**Other Qualifications**

Occasionally coordinate special event planning for various occasions for the diocese, such as the Bishops Annual Appreciation Dinner, Priests Christmas Open House as well as other departmental functions.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; sit; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to stand and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work area is usually moderate. This position travels throughout the diocese on a regular basis and includes evening and an occasional weekend availability.