



## **Job Description**

**(November 2019)**

**Title:** Director of Development & Outreach

**Reports to:** Executive Director

**FSLA Status:** Exempt

**Job Status:** Full time

**Supervises:** N/A

**Summary:** Collaborates with the Executive Director on development, marketing, and public relations, grant applications, and management of all grants/contracts for Catholic Charities of Central and Northern Missouri.

Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.

### **Essential Duties and Responsibilities**

- Oversee all grants, development, marketing, and public relations for agency
- Supervise any Development & Outreach staff and volunteers
- Track and account for program budget
- Track data and develop methods of obtaining advancement outcomes
- Identify, write, and research for grants and reports
- Assist with strategic planning for agency
- Develop strategies for agency growth through increased funding
- Communicate the agency's mission, successes and challenges to the broader community
- Oversee all external communication (press, social media, website, etc)
- Oversee all fundraising and development activities
- Manage staff and volunteers with consistency and fairness and develop a strong team
- Maintain strict confidentiality
- Collaborate with diocesan Communications and Advancement offices to ensure consistency of development and communication goals and processes.
- Other duties as assigned

## **Supervisory Responsibilities**

Oversee any Development & Communication staff and volunteers

## **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 from four-year college or university required with three or more years of progressive experience in the field of development or communications; or equivalent combination of education and experience.

Knowledge of effective fundraising strategies and techniques for small to medium-sized non-profits; thorough and specific knowledge of the principles and techniques of major gift fundraising; corporate and foundation philanthropic giving, planned and life income gift opportunities, gift and estate tax regulations.

Strong knowledge of local, state and national donors, foundations, etc., existing relationships with these donor entities preferred.

Knowledge of or experience using InDesign, Illustrator, Photoshop, Acrobat and Microsoft Office Suite

Experience managing social media platforms and social media monitoring. Proficiency with LinkedIn, Facebook, Twitter, Instagram, YouTube and Hootsuite.

Ability to meet required deadlines on a daily basis and multi-task in a very fast paced environment.

Experience maintaining websites and content management systems.

## **Computer Skills**

Demonstrates proficient computer skills and familiarity of Microsoft Office software applications including Outlook, Word, Excel and PowerPoint. May also require the ability to use Access, and desktop publishing software as required. Ability to learn and effectively use various data collection and database management systems to record data as required. Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting, and processing information. Experience with Raiser's Edge database software strongly desired.

## **Workplace Ethics**

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the

philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.

### **Communication Skills**

Exhibits good interpersonal communications skills including the ability to establish and set strong personal boundaries. Keeps others adequately informed and exhibits good team building abilities. Expresses ideas and thoughts clearly in both written and verbal form. Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, business correspondence and procedure manuals utilizing proper English, grammar, punctuation and spelling; proofreads with accuracy and completeness to produce documents requiring minimal revisions by others. Ability to effectively present information and respond to questions from employees, managers, clients, and the public. Ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community. May require ability to write speeches and articles for publication that conform to prescribed style and format.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations**

A Certificate in Fundraising Management (CFM) is an asset. Certified Fund Raising Executive (CFRE) designation preferred

### **Other Skills and Abilities**

Knowledge of standard office procedures including alphabetic and numeric filing, mail processing, and record keeping. Ability to meet deadlines by effectively planning, organizing and prioritizing work assignments while managing frequent interruptions. Knowledge and ability to operate various office machines including: computer, printer, copier, scanner, fax machine, telephone, and calculator.

### **Other Qualifications**

Ability to successfully pass a child abuse registry check and criminal background check, and requires completion of the Protecting God's Children VIRTUS training session.

Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local and limited state-wide travel required.

This position requires the ability to work evenings and weekends.

The work of Catholic Charities serves as an expression of the ministry of evangelization of the Roman Catholic Church by serving the poor and most vulnerable in our society. Although staff are not to proselytize, they are, however, expected to be guided in every way by the teachings of the Catholic faith in their daily work. These include church teachings on abortion, sterilization, abstinence, and the sanctity of the family as well as fidelity to the Catholic ethical religious directive of the United States Conference of Catholic Bishops. In addition, all staff are invited to attend periodic Catholic Masses. As employees of Catholic Charities, it is further expected that staff will adhere to the Diocesan code of conduct. Employees are expected to not only perform duties consistent with the Doctrines of the Catholic faith, but outside of the workplace they are expected to refrain from publishing any communication in any form, electronic or otherwise, that affiliates them with Catholic Charities in a manner that is inconsistent with the doctrine of the Roman Catholic faith.

### **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.

### **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 environment is usually moderate.