



Catholic Charities Diocese of Monterey

Position:	Development Director	FLSA:	Exempt
Program/Department:	Development	FTE:	Full time
Supervisor:	Executive Director	Salary & Classification:	
Location:	Seaside	\$80,000 - \$85,000	

ABOUT CATHOLIC CHARITIES:

Catholic Charities of the Diocese of Monterey (CCDOM) has served individuals and families in the Counties of Santa Cruz, Monterey, San Benito and San Luis Obispo for over 35 years. It is one of 12 Catholic Charities agencies in the State of California and is part of the nation's largest social service network through the affiliation with Catholic Charities USA, which serves more than 9 million people each year. CCDOM's core areas of service include Family Supportive Services (Rent, CalFresh, Nutrition Education, Medi-Cal and other services), Wildfire Disaster Relief, Immigration and Citizenship Services, and Tattoo Removal. CCDOM serves over 20,000 individuals annually. Program and services are available to people of all backgrounds regardless of beliefs.

POSITION SUMMARY:

Under the direction of the Executive Director, the Development Director will provide leadership in building and executing CCDOM's efforts to secure financial support to sustain its work in the community. The Director is responsible for giving campaigns, fundraising events, donor relationships, as well as grant writing and oversight of marketing and communications. The Director will supervise a development team to provide overall marketing and communication functions to engage parishes in the Diocese of Monterey and the community at large. The Development Director, under the direction of the Executive Director, along with the Fund Development Committee of the Board of Directors, will implement policies and plans to meet the organization's short-and long-term financial objectives. This position supervises a grants analyst, a marketing and communications coordinator and an administrative assistant.

FUNDAMENTAL RESPONSIBILITIES:

Promote the mission of Catholic Charities through a commitment to its core values of compassion, service, justice, respect, integrity, teamwork and excellence.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Oversee and supervise the Development Department staff
2. In collaboration with the Executive Director and Fund Development committee of the Board, create and implement the Annual Fundraising Plan with innovative strategies to meet budget goals, including:
 - a. Direct mailing appeals
 - b. Annual Parish Appeal
 - c. Workplace campaigns, corporate gifts, sponsorships, and events
 - d. Major and planned giving
 - e. Local, State and Federal grants



3. Assist the Board, staff and volunteers in enhancing resources through intentional engagement, stewardship, and relationship investments
4. Develop and implement digital and printed communications strategies aligned with agency mission to meet fundraising goals
5. Coordinate parish appeals with parish and diocesan leaders, Board members, agency staff, and volunteers
6. Develop and maintain donor profiles and relationships with major donors
7. Strengthen relationships with parish leaders and diocesan staff
8. Develop and manage agency fundraisers and special events
9. Manage the implementation of Raisers Edge and supervise staff responsible for data entry and gift processing
10. Create monthly fundraising reports for Board meetings and reconcile financial reports with Accounting Department
11. Research funding opportunities aligned with mission and strategic plan to enhance agency services and respond to current community needs
12. Review funding proposals to ensure they are operationally feasible, and aligned with strategic plan, agency mission, and budget
13. Collaborate with program directors and accounting staff to manage compliance and the timely execution of all deliverables (reports, acknowledgements, etc.) of all grants
14. On a quarterly basis, review all grants with open balances and report on the status to ensure timely completion and accounting for such grants
15. Provide oversight of the agency volunteer program.
16. With the Executive Director, monitor and maintain a community presence, participating as needed in meetings of various outside committees and task forces
17. Review regularly data from community assessments and participate in local coalition meetings to stay up to date with community needs and potential funding opportunities
18. Other duties as assigned by the Executive Director

SKILLS, KNOWLEDGE, AND ABILITIES:

1. Bachelor's degree (minimum), Master's or additional relevant education preferred
2. 3 years' experience in development, fundraising or related work, with a minimum of 2 years of supervisory experience
3. Experience in individual major donor gift fundraising (CFRE or in progress preferred)
4. Proficient in relationship management software, preferably Raisers Edge
5. Strong grant writing and reporting skills
6. Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
7. Excellent computer skills including Microsoft office (Word, Excel, Outlook, PowerPoint)
8. Strong written, oral, and electronic communication skills
9. Excellent organizational, time management, and communication skills
10. Knowledge of the Principles of Catholic Social Teaching

This job description intends to outline the general nature and level of work being performed by the person assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and our agency's operations, responsibilities may be modified at any time.

LICENSE/PERMITS REQUIRED

Valid California driver's license

Background check clearance required

COMPENSATION & BENEFITS

Salary commensurate with experience, starting at \$80,000. Competitive compensation with benefits to include: health, dental and life insurance, flexible spending program for dependent care and medical expenses, Employer paid pension, 403 (b) tax deferred retirement plan, vacation personal and sick time and holidays including several Catholic Holidays and Christmas week.

PHYSICAL JOB REQUIREMENTS

During working hours, employee must have the ability to:

Activity Summary

	Never	Occasionally	Frequently	Constantly
Sitting			X	
Standing			X	
Walking			X	
Crawling		X		
Bending Over		X		
Reaching Overhead		X		
Balancing	X			
Pushing/Pulling		X		
Lifting/Carrying		X		
10 lbs. or less		X		
20 to 40 lbs.		X		
Over 50 lbs.	X			
Skin/Hands in Water		X		
Exposure to Chemicals	X			
Foot Controls Used	X			
Repetitive Hand Use			X	
Firm Grasping Required		X		

Other Requirements

Driving Vehicles/Equipment	<u>YES</u>	<u>NO</u>
Operating Equipment/Machinery	YES	<u>NO</u>
Exposure to Dusts, Gas, Fumes	YES	<u>NO</u>
Exposure to Hazardous Materials	YES	<u>NO</u>
Possible Exposure to Blood/Body Fluids	YES	<u>NO</u>
Exposure to High Noise Levels	YES	<u>NO</u>
Walking on Uneven Ground	YES	<u>NO</u>
Exposure to Marked Changes in Temp.	YES	<u>NO</u>
Use of Safety Equipment	YES	<u>NO</u>
Hearing Impairment Acceptable	<u>YES</u>	NO
Color Vision Impairment Acceptable	<u>YES</u>	NO
Color Vision at 20 Inches or Less Required	YES	<u>NO</u>
Clear Vision at 20 Feet or More Required	YES	<u>NO</u>

Qualified applicants are required to apply on Indeed with Resume and Cover Letter by July 19, 2021.
To apply please [click here](#)