

Diocese of San Jose – Chief Development Officer

About the Diocese of San Jose:

The Diocese of San Jose, the Catholic Church in Santa Clara County is a community rooted in faith - hearing and keeping God's word and recognizing our relationship to one another as children of God. We are a community of 600,000 Catholics, encompassing 54 parishes & missions, 28 elementary & 6 high schools, and 3 college & university campus ministries. In collaboration and conjunction with scores of Catholic organizations within the Silicon Valley — hospitals and social service agencies and other ministries— we are dedicated to carrying out Christ's mission on earth. In an increasingly complex and challenging time, the Diocese must raise the awareness and necessary funding to support the current needs of the church's ministry, as well as expand to meet the ever-changing demands of the future.

Job Objective:

The Chief Development Officer (CDO) provides forward-thinking leadership, strategic direction and coordination for all diocesan stewardship and fundraising efforts and initiatives, including the Bishop's Annual Appeal. The CDO will successfully plan, develop, and implement a comprehensive development program to support the mission of the Diocese. They will actively seek the financial resources and funding opportunities needed to support and advance the Church's pastoral programs and ministries and assist parishes and schools with stewardship needs.

Position Summary:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

The CDO works with the bishop, Chief Financial Officer, and senior diocesan staff to develop priorities and objectives for fundraising. The Diocese Chief Development Officer will elevate existing fundraising programs and develop new mechanisms and sources of support to realize the full philanthropic potential of the Diocese.

Essential Duties:

Large Donor Cultivation and Relationships:

- The CDO will actively manage a donor portfolio by personally participating in cultivation, solicitation, and stewardship and will assist the Bishop and senior diocesan leadership with an elevated portfolio of existing and prospective donors.
- Build strong and sustainable relationships with key local and regional partners in support of greater levels of giving/funding for the diocese's strategic vision
- Identify, develop and maintain relationships with funding sources for current and future needs of the Diocese through grants, foundations, agencies and organizations that fund Catholic causes.

- Recruit and recommend members to serve on the Bishop's Development Council and to facilitate its regular meetings.
- Participate in professional associations and conferences, especially with development directors from other dioceses and the National Stewardship Council, to expand knowledge of national and international issues influencing the Church and to develop a network of useful contacts.
- Develop a collaborative working relationship with pastors and parish leadership, to create and promote a parish-based Stewardship program with a focus on large donors initially.
- Develop a collaborative working relationship with principals and school leadership to create and promote a school-based Development programs with a focus on large donors initially.
- Create and distribute resources, materials and training sessions for school and parish personnel, volunteers, and clergy to understand and cultivate large donors for their local ministries.

Annual Diocesan Appeal

- Plan and coordinate all aspects of a fundraising campaign for the Annual Diocesan Appeal to ensure that the necessary resources and systems are in place to support the successful delivery of a major giving/funding campaign
- Oversee event planning that allows bishop to interact with and express appreciation to major donors, Parish Appeal Chairs, and volunteers
- Direct the formation and development of a diocesan-wide network of trained volunteers and Parish Appeal Chairs capable of sustaining long-term local giving/funding

Administrative Leadership and Management

- Supervise and provide work direction to assigned staff office to enhance the effectiveness of stewardship education and produces high levels of giving across the diocese
- Establishes and manages information tracking processes regarding acknowledgement, recognition, on-going communications. Plan, develop, and oversee donor relations, including thank you and tax acknowledgements, pledge reminders, accountability reports and other appropriate activities such as events and recognition.
- Begin the development of Stewardship and Advancement programs that educate, challenge and encourage parishes and schools to promote stewardship in their communities.
- Develop and administer department budget within established procedures, including accurate financial reporting by and to department staff
- Prepare an annual report of all fundraising efforts and disseminates it to the bishop, diocesan staff parishes, donors, and beneficiaries.
- Develop systems to identify, facilitate, and encourage volunteer leadership.

- Lead efforts with Communication Department to design and implement a comprehensive marketing and positive publicity campaign aimed at highlighting the mission and work of the Diocese, parishes, and schools.

Qualifications:

- Must be a practicing Roman Catholic who upholds the teachings and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and of the Church hierarchy, especially related to stewardship and charitable giving.
- Must maintain up-to-date personal certification for diocesan Safe Environment program in compliance with *The Charter for the Protection of Children and Young People* (USCCB) and related diocesan requirements.
- Minimum of Bachelor's degree from an accredited university in Business Administration, Non-Profit Administration, Marketing, Communications, Public Relations or related area of study. Advance degree in Pastoral Ministry, Philanthropy, or related field preferred
- Minimum of five years related work experience, preferably in a non-profit/religious environment. Demonstrated success in overseeing successful fundraising programs, proven ability to cultivate and solicit major gift donors at the \$100,000 or more level, three or more years in stewardship education a plus, preferably the Catholic Church, with some work at diocesan level
- Excellent organizational, interpersonal, verbal and written communication skills are essential.
- Multi-lingual/bi-lingual is desirable, fluent in spoken and written Spanish preferred

How to Apply:

Please send cover letter and resume to jobs@dsj.org.