



Position: Director of Development – Wyoming Catholic Ministries Foundation (WCMF)

**Status:** Full-Time, Exempt

**Starting Salary:** \$58,000 - \$65,000

Competitive fringe benefits including, medical, prescriptions, dental and vision insurance, vacation and sick leave; defined benefit retirement plan; long-term disability plan, Life insurance policy and paid holidays.

**Position Description:**

The Director of Development reports to the Executive Director and is a senior staff member working with the Board. The Director of Development conducts major gift fundraising activities to meet both the short and long-term funding needs of WCMF ministries including but not limited to the Diocese of Cheyenne, St. Joseph’s Children’s Home, Catholic Charities of Wyoming, St. Joseph’s Society, St. Paul Newman’s Center and WCMF endowments.

**Qualifications**

**Knowledge and Abilities**

- BA/BS in Business Administration, Marketing, Communications, Public Relations, Non-Profit Administration or related field
- Minimum of 2-3 years major gift/development experience, which includes proposal writing and face-to-face solicitation of gifts of \$5,000 or greater
- Ability to understand, appreciate and communicate a passion of the Foundation and the ministries it serves
- Understanding of all philanthropic funds and donor options
- Coordinate activities and serve as a member of a team, in executing a donor-centric effort
- Communicate effectively in the advancement of the mission, needs and importance of a healthy and vibrant Catholic Community
- Be an initiated, practicing Catholic in good standing and of proven faith, good morals and good reputation
- Collaborate with others on the team as a proven team builder with effective leadership skills
- Possess excellent presentation, verbal and written communication skills
- Prioritize multiple work projects, proactively work to resolve complex problems and have the ability to multi-task
- Maintain confidential information, exercise good judgment and work independently as well as in a team environment

- Comply with Diocesan Safe Environment protocols through Catholic Mutual Group: background check, safe environment training and driving requirements
- Proficient with information technology including Microsoft Office
- Possess previous experience with Raisers Edge and Financial Edge preferred
- Residency in Wyoming in an agreed upon location

**Experience:**

- Three to five years professional experience, preferably in a nonprofit organization

**Religious:**

- Fully initiated, practicing Catholic, free from any canonical penalties and of proven faith, good morals, and good reputation

**Reporting to:** Executive Director

**Key Responsibility Areas (KRA'S)**

**KRA 1 – Development Planning**

- Assist in the planning, design, implementation and management of a comprehensive development program with the Executive Director
- Develop a mastery of the programs and mission of the Diocese of Cheyenne as well as the programs and needs of Catholic apostolates throughout Wyoming
- Embrace “Vision 2030 Pastoral Plan: Communion for Mission – One Body in Christ, One Pascal Journey” and understand financial elements of implementing this plan
- Work with the Executive Director in establishing goals and performance benchmarks for 90, 180 and 365 days
- Develop an individual annual fundraising goal with Executive Director based on financial needs as prioritized by the Bishop and the WCMF Board
- Oversee the budget for the position, complete financial expense reports on an ongoing basis

**KRA 2 – Major Gifts**

- Engages donors and prospects in conversations about estate planning and engages the WCMF Board, Executive Director and others as needed to secure planned gifts
- Manages a portfolio of qualified major gift prospects, maintains current donors and solicits gifts segmented by “Top 10”, “Top 25” and “Top 50”.
- Utilizes donor database and inputs all meaningful and deliberate communications as well as donor profiles, relationships media pieces and specific research.
- Maintains a tracking system and adheres to moves management on assigned donors/prospects utilizing the donor database
- Provides updates on the status of assigned donors/prospects to the Executive Director and the Board
- Maintains frequent contact with donors and prospects through face-to-face visits, phone calls, mailings and e-mail
- Understands the importance of keeping confidential matters regarding donors and projects in strictest confidence
- Promotes the WCMF through effective use of technology including CRM software, the WCMF website, prospect research software and other software programs

**KRA - 3 External Communications**

- Develops relationships with volunteers, clergy, lay leaders and others throughout the Diocese of Cheyenne
- Works cooperatively with professionals in the legal, planning, trust, investment and marketing fields to involve them in the development activities of the WCMF to achieve successful outcomes
- Frequent travel throughout the Diocese of Cheyenne to visit prospects, donors and partners

**Appointment and Terms:**

I understand this job description and its requirements. I understand that this list of the job functions is not exhaustive and that I am expected to complete all duties as assigned; and I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**Payroll Status:** Exempt – Standard Employee averaging a minimum of 40 hours per week

**Evaluation:** Annual evaluation by the Executive Director, which does not change the at-will nature of this employment

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Executive Director

\_\_\_\_\_

Date