



## Major Gifts Catalyst Position Description

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Organization: Catholic Leadership Institute

Reports to: Vice President, Philanthropy

FLSA Status: Exempt

Approval: Daniel Cellucci

Effective Date: July 2019

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### **Vision:**

We see a world where each individual understands their God-given mission in life and is doing their best to fulfill it; a world where Catholic leaders are influential voices in society; a world where Jesus' example of loving, servant leadership is modeled in every family, workplace, parish, and community.

### **Purpose:**

Catholic Leadership Institute (CLI) provides bishops, priests, deacons and lay persons in the Roman Catholic Church with world-class, pastoral leadership formation and consulting services that strengthen their confidence and competence in ministry, enabling them to articulate a vision for their local church, to call forth the gifts of those they lead, and to create more vibrant faith communities rooted in Jesus Christ.

### **Position Summary:**

The Major Gifts Catalyst is responsible for working directly with Dan Cellucci, CEO; Tim Flanagan, Founder; Chad Peddicord, Vice President, Philanthropy; Philanthropy Team members; CLI volunteers and other key stakeholders to meet our major gift fundraising revenue and activity goals. The Major Gift Catalyst will be responsible for the following:

- Management, coordination, scheduling, and implementation of major gift activity
- Developing strong relationships with existing and potential major donor candidates throughout the country
- Helping to project and determine strategic major gift goals
- Engaging CLI executive leaders, board members and volunteers in the cultivation and solicitation of major donor prospects
- Identifying and researching new prospects to grow our donor base

The individual accepting this position will, with demonstrated success, have opportunities for growth within the organization as the fundraising program evolves and develops. Travel of 10% or more required.

## Position Requirements:

### Education and/or Experience:

- Bachelor's Degree Required
- Minimum of five years of professional development experience in fundraising with emphasis on communications required to develop personal relationships
- Experience with the major gift fundraising process

### Critical Qualifications/Skills:

- Outstanding communication skills including the ability to listen effectively
- Natural relationship-builder who can find and make connections between people's passions and the mission of the organization
- Self-starter who is persistent and flexible
- Organized individual who pays attention to detail and follows through with contacts in an appropriate timeframe
- Ability to manage a portfolio of donors through the Donor Engagement Process from identification to stewardship
- Willingness to travel occasionally
- Strategic thinking with ability to be innovative and creative in offering solutions to challenges
- Experience in working with the entire spectrum of donors from loyal to new prospects
- Ability to use referrals, networking, and research to grow a donor base
- Interest in advancing one's career and earning additional responsibilities as part of an evolving Philanthropy team.
- Solid understanding of the Catholic faith

### Key Responsibility Areas:

Area	Key Responsibilities
<b>MAJOR DONOR &amp; PROSPECT MANAGEMENT</b>	Identify, inform and involve major donor candidates (individual: portfolio of 50 prospects and donors; Philanthropy team: 225+ prospects and donors) in the mission of Catholic Leadership Institute through their time, talent and treasure, so that resources are secured to carry out the mission of Catholic Leadership Institute and major donor candidates feel deeply invested and engaged in that mission. Expected to meet a goal of generating the activity required (scheduling meetings for self and others) for 150+ major gift requests per year.
<b>VOLUNTEER MANAGEMENT</b>	Motivate, recruit and support Board members and volunteers in the identification, cultivation and solicitation of donor candidates in order to secure philanthropic revenue for Catholic Leadership Institute.
<b>DONOR COMMUNICATION</b>	Prepare, deliver and follow-up on proposals and gift opportunities for major donor prospects after accurately assessing their level of interest and capacity in order to provide meaningful opportunities for involvement.

<b>DEVELOPMENT STRATEGY</b>	Plan, implement and track short-term and long-term strategies with the Philanthropy Team in order to measure success and create accurate revenue, cash, and involvement metrics for the organization.
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**Application Procedure:**

A complete application includes a resume and a cover letter with salary requirements describing the candidate's reasons for considering the position and perceptions of what makes him/her a good fit. For consideration, please e-mail the cover letter and resume to: [HumanResources@catholicleaders.org](mailto:HumanResources@catholicleaders.org) . Phone screenings will be made with selected candidates before face-to-face interviews.