



Catholic Leadership
INSTITUTE

Philanthropy Catalyst Position Description

Position Title: Philanthropy Catalyst (remote)

Organization: Catholic Leadership Institute

Effective Date: 05/01/22

Reports to: Chad Peddicord, Vice President, Philanthropy

FLSA Status: Exempt

Approval: Dan Cellucci

About Catholic Leadership Institute

Founded in 1990, 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.

CLI is playing a critical role on behalf of the Roman Catholic Church of today and tomorrow. CLI is helping the Church to navigate generational shifts, to respond to and prepare for ever-mounting demographic challenges among ordained religious and the laity, to establish a near-term vision for the Church in the U.S., and to define an overall roadmap for the Church's future. The organization is accompanying Catholic parishes, dioceses, and their leaders – from the seminarian to the seasoned bishop to lay leaders – on their journeys amid the complexities of the modern world, supporting them in meeting corresponding challenges and opportunities with the benefit of world-class training, fresh perspectives, and intentionality. CLI and its partners are indeed helping to build a future of hope for Catholic generations to come, one where the Church is not only sustaining but thriving with vibrant communities rooted in Jesus Christ.

Increasing demand for CLI's programs requires significant increases in philanthropic funding on an annual basis. As a result, the selected Philanthropy Catalyst will be joining a growing team of individuals dedicated to our mission while expanding CLI's reach, donor pool, and available funding.

Position Summary

The Philanthropy Catalyst, which can be done remotely or in our office in Malvern, PA, will be a driving force in inspiring, implementing, and investigating opportunities for CLI to bring our philanthropic efforts to new and exciting levels through direct impact on major gifts efforts and

supporting team members. The Philanthropy Catalyst is responsible for working directly with members of the Philanthropy Team, especially Chad Peddicord, Vice President, Philanthropy; Rebecca Reilley, Director, Philanthropy, and Bevin Landrum, Director, Stewardship and Engagement, CLI volunteers and other key stakeholders to meet our philanthropic revenue and activity goals. In particular, the Philanthropy Catalyst will be responsible for:

- Creating major gift activity via outreach and scheduling for select Philanthropy Team members with appropriate donors and prospective donors.
- Optimizing time spent selecting Philanthropy Team members with potential major gift donors by preparing personalized materials and briefings.
- Participate in personal request meetings with other members of the Philanthropy Team, when appropriate.
- Identifying and researching new prospects to grow our donor base.
- Personal engagement of select donors that have shown inclination and capacity for increased giving.
- Participating in the tracking of Philanthropy activity in Raiser's Edge with an emphasis on major gift activity.

The individual accepting this position will, with demonstrated success, have opportunities for growth within the organization as the fundraising program evolves and develops. Sporadic travel may be required.

Position Requirements

Experience & Education

- Bachelor's Degree strongly preferred or an equivalent amount of time in a similar philanthropy or fundraising role
- Minimum of three 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
- Comfortable with calling and scheduling personal meetings with external audiences
- Ability to interact comfortably with prospects and donors of all levels
- 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
Major Donor & Prospect Management	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.
Prospect/Donor Engagement	Mine CLI’s database for potential individuals with increased giving capacity and personally engage them to build their enthusiasm for CLI’s mission.
Donor Communication	Prepare, deliver and follow-up on proposals and gift opportunities for major donor prospects after accurately assessing their level of interest and capacity to provide meaningful opportunities for involvement.
Development Strategy	Plan, implement and track short-term and long-term strategies with the Philanthropy Team to measure success and create accurate revenue, cash, and involvement metrics for the organization.

To apply

Send a resume and a cover letter to joinus@catholicleaders.org . Your cover letter should include salary range requirements as well as why you would be a great fit for both this role and Catholic Leadership Institute. We look forward to hearing from you!