



MAJOR GIFTS OFFICER

The Catholic Leadership Institute is helping the Church navigate generational shifts, responding to and preparing for ever-mounting demographic challenges among ordained religious and the laity. We accompany Catholic parishes, dioceses, and their leaders – from priests and bishops to lay leaders – by offering the benefit of world-class training and development, fresh perspectives, and intentionality.

Increasing demand for our programs requires significant increases in philanthropic funding on an annual basis. As a result, the Major Gift Officer will be joining a growing and evolving team dedicated to our mission while expanding CLI's reach, donor audiences, and available funding.

SUMMARY

The Major Gifts Officer works with volunteer leaders, Philanthropy team members, and other key stakeholders to meet our philanthropy objectives. They develop strong relationships with existing and potential donor candidates throughout the country, helping to project and determine major gift activity goals and they engage key volunteers in the cultivation and solicitation of donor prospects. Travel is required. Remote work is available. Reports to the Vice President, Philanthropy

POSITION REQUIREMENTS

- Minimum of five to seven years+ of professional development experience in philanthropy
- Experience in closing major gifts of \$25,000+

CRITICAL SKILLS/DEMONSTRATED BEHAVIORS

- Outstanding communication skills including advanced listening skills; expresses ideas clearly and effectively both verbally and in writing
- Natural relationship-builder who finds and makes connections between people's passions and the Catholic Leadership Institute's mission
- Self-starter who is persistent and flexible; correctly anticipating what needs to be done and doing it
- Organized professional who pays attention to detail and follows through in the appropriate timeframe
- Excellent donor portfolio manager who shepherds donors through the moves management process working with the entire spectrum of donors from new prospects to long-time loyal donors. Effectively uses referrals, networking, and research to grow our portfolio
- Handles deviations from the routine without assistance; readily accepts changes in procedures, assignments and priorities
- Gains the trust and respect of leadership, co-workers and outside contacts; loves to network to accomplish goals

- Solid commitment to prayerful servant leadership with a genuine interest in stakeholders and co-workers who will go the extra step for our success
- Ability to travel (4-6 times/month – 50% or more)
- Detailed understanding of and love for the Catholic faith

KEY RESPONSIBILITY AREAS

Major Donor Identification: Identify, inform and involve major donor candidates in our mission, ensuring resources are secured and major donor candidates feel deeply invested and engaged in our mission.

Volunteer Engagement: Motivate, recruit and support volunteer leaders in the identification, cultivation and solicitation of donor candidates to secure philanthropic revenue for Catholic Leadership Institute.

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.

Strategy: Plan, implement and track short- and long-term strategies with the Philanthropy team to measure our success and create accurate revenue, cash, and involvement metrics for the organization.

CRITICAL SUCCESS CRITERIA

Self-Assurance and Humility: Has deep trust in the Lord and in one's ability to meet most challenges. Inspires self and others to fulfill commitments and achieve a positive outcome. Does not seek personal recognition but is committed to the success and growth of others. Understands that "I have to do it myself and I can't do it alone." Values excellence and is committed to lifelong growth in holiness, confidence, and competence.

Comfortable with Ambiguity: Has ability to 'go and figure it out' when all necessary information is not available. Willing to make quick and appropriate decisions even without all the facts. Handles deviations from the routine without assistance; readily accepts changes in procedures, assignments and priorities. Takes change in stride; adapts, improves and overcomes obstacles and challenges. Balances competing priorities in assignments. Doesn't dwell on the negative or downside of things or decisions.

Resilient Drive: Has the ability and energy to do what it takes to be faithful to God's call and to one's unique role in service to our vision and mission. Motivated to achieve personal goals and to support the organization's goals, knowing that that will require effort, flexibility and skill. Anticipates problems and obstacles and brings resourcefulness and a "can-do-spirit" to both short and long-term goals and tasks. Finds satisfaction in the living out of one's purpose and values. Committed to the development and training that it will take along the way.

Does This Sound Like You? Want to Know More? We'd Love To Learn More About You!

Send us an email (JoinUs@CatholicLeaders.org) with your resume and a cover letter explaining your reasons for considering this position and why you might be the perfect fit for us and our mission.