Catholic Charities Counseling & Adoption Services

Director of Development

Job Description

The Director of Development is responsible for leading all development activities within Catholic Counseling & Adoption Services (CCCAS) to raise funding for the organization's operations and programs, with support and coordination of CCCAS leadership.

The Director of Development develops, implements, and monitors a comprehensive fundraising plan to expand philanthropic support of the organization, including identifying and strengthening relationships with community stakeholders, actively pursuing and managing corporate and individual leads, fostering strong donor and sponsor stewardship, and seeking, applying for, and managing grant funding.

# Duties and Responsibilities

* Design and implement a comprehensive Development Funding Plan annually, which maintains the fiscal health of the organization and provides future financial resources for growth and expansion. Including but not limited to grant writing and management, corporate major giving, annual appeal development and management, third-party events, and internal events.
* Develop strong relationships within the community to foster a positive image such that companies, schools, civic organizations, and individuals will make CCCAS the local charity of choice for funding.
* Collaborate with the Executive Director and Board to set clear, measurable annual fundraising goals that support CCCAS’s strategic priorities.
* Track progress regularly through reports and metrics, providing monthly updates to CCCAS leadership and the Board.
* Work with the Board of Directors and Development Committee to leverage relationships and networks.
* Act as the CCCAS's primary point of contact for funding, donations, and inquiries regarding fundraising events.
* Collect, organize, and maintain a complete and accurate database record of donors and funding received, establishing tracking tools and monthly monitoring for CCCAS leadership.
* Working with CCCAS leadership, coordinates branding, image, and consistency of messaging in all organization materials, and ensures CCCAS messaging is updated and accurate in all marketing and outreach materials.
* Design and produce annual giving campaigns, as well as auxiliary marketing, promotional, and outreach materials.
* Coordinate media events and speak on behalf of CCCAS with media outlets as needed.
* Deliver presentations on programs to various community, corporate, and church groups as needed.

# Skills and Knowledge

* Excellent personal, verbal, and written communication skills.
* Able to manage multiple projects while meeting deadlines.
* Solid organizational, time management, and project management skills required.
* Demonstrate initiation and collaborative skills.
* Foster and promote business relationships and partnership within the community.
* Establish rapport and build on relationships to promote the mission of CCCAS.