



Catholic Charities
Archdiocese of New Orleans



DIRECTOR OF INSTITUTIONAL ADVANCEMENT

August 22, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Catholic Charities of the Archdiocese of New Orleans is the organization which assists God's people in the Archdiocese of New Orleans. In fulfillment of the Gospel directive to care for "the least of Mine", this group provides aid and comfort within the eight civil parishes of the state of Louisiana. The Catholic Church in Louisiana can trace its heritage of providing social services to the time of the French exploration and settlement with the arrival of the Ursuline nuns in 1727. Catholic services to the needy are interwoven throughout Louisiana's history. For more than 288 years, Catholic institutions of education, healthcare, and social services have been assisting the poor, the orphaned, the hungry, the sick, the disabled, the abused, the aged, the displaced, the homeless, and the troubled.

Incorporated in 1938, Associated Catholic Charities was established to help coordinate the numerous agencies serving the poor and vulnerable of the Archdiocese. What began as a committee grew to a 3-person staff managed by a Board of Directors. Over the years, it has grown into one of the largest and most active Catholic Charities agencies in the United States. In 1996, the agency became known as Catholic Charities Archdiocese of New Orleans (CCANO).

Although three centuries have passed, the Ursuline nuns' legacy continues through CCANO and its mission to care for those in need. Over the years, the size and scope of service of CCANO has evolved to meet the needs of the community. From Child Welfare Services throughout the mid to late 20th Century to Immigration and Refugee Services in the 1970s, to recovery efforts in the wake of Hurricane Katrina in 2005, the Deepwater Horizon Oil Spill in 2010, Hurricane Isaac in 2012, and onward...

CCANO offers life-giving programs, advocates for the voiceless, and empowers the most vulnerable to foster a more just society.

Position: Director of Institutional Advancement

Reports To: President/CEO of CCANO

Job Summary:

This position is a Senior Leadership level position and requires a commitment to the mission of Catholic Charities. The ideal candidate must possess a professional demeanor and a high degree of interpersonal skills. This position requires knowledge of both the science and art of fundraising as well as excellent verbal and written communication, supervisory, planning, and organizational skills. This position requires excellent strategic thinking, creativity, and professional leadership.

The Director of Institutional Advancement is responsible for creating, executing, and managing a comprehensive fund development strategy for the agency. S/he will oversee the staff and execution of the major gift strategy, annual fund (AHCA), direct mail campaign, donor cultivation and corporate/foundation relations strategy, as well as oversee foundation relationships and donor-specific communication.

Job Duties & Responsibilities:

- Creates and oversees implementation of Advancement Department goals/objectives, sets annual Advancement department goals and quantifiable measurements of success.
- Communicates Catholic Charities mission, programs and strategic direction to donors and the wider community.
- Oversees the implementation of a major gift/donor cultivation strategy, including local and national individuals, corporations, and foundations.
- Oversees and manages the Archbishop Hannan Community Appeal (AHCA) by working with the AHCA Core Committee to develop and execute the campaign strategy and meet campaign goals.
- Oversees the strategic direction and execution of the annual direct mail campaign.
- Works with program directors to understand each program's financial needs and goals and assists with any program-specific fundraising efforts.
- Oversees donor-specific communication: print materials, solicitation letters, etc. Identifies target donor audiences and develops appropriate strategies to reach them.
- Reports fundraising results to Catholic Charities' Board Development and Marketing sub-committee and cultivates other volunteer leadership.
- Understands and utilizes Raiser's Edge software.
- Increases donor giving opportunities through matching gifts, stock transfers, and planned giving, in partnership with the Catholic Community Foundation.

- Develops partnerships with the Archdiocese's sister agencies, local parishes, businesses, and non-profit leaders.
- Collaborates with the Director and Associate Director of Communication of the Archdiocese to create and deliver a consistent fundraising message to Catholic Charities' constituents and the wider community.
- Works closely with President/CEO, Human Resources, Finance, and Administration and other department and program leaders.
- Supervises the Advancement Department, Volunteer Services, and Communications staff, goals and objectives and Budgets.
- Understands agency financial picture and adjusts the Advancement Department strategies to meet the financial needs.
- Assists with other tasks and special projects as requested by the President/CEO of Catholic Charities.

Job Requirements:

- Bachelor's degree (required)
- Experienced leader with at least ten years' experience in successful fundraising and marketing
- Experience working with fundraising software and systems to identify and manage high net worth prospects
- Demonstrated ability/capacity for networking and being the face of the organization.
- Excellent organizational and managerial skills
- Goal and detail-oriented with an entrepreneurial and innovative drive
- Practicing Catholic and a member of a Catholic parish
- Strong verbal and written communication skills with strong emphasis on speaking and presentation skills
- Ability to work with and understand diverse cultures, backgrounds, and traditions in a multicultural society
- Computer literate with strong skills in Word, Excel, e-mail systems and other appropriate programs
- Ability to support executive leadership in strategic goals, policies and procedures

Travel: 20-30%; minimal overnight travel

Salary: \$100,000 - \$120,000 depending on qualifications and experience.
Comprehensive benefits and retirement plan. Details available
from Human Resources.

Application Deadline: October 1, 2022

*(We reserve the right to shorten the deadline for applications
if we have sufficient interest. Please apply early to ensure your
background will be considered.)*

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search
committee will be contacted.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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