



CHIEF DEVELOPMENT OFFICER

February 18, 2020

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The Roman Catholic Diocese of Bridgeport (www.bridgeportdiocese.org) is comprised of 79 parishes, with at least one in every town in Fairfield County, including more than 410,000 Catholics, and educates 10,000 students in 23 regional, 1 special needs and 5 diocesan high schools. Our diocese is led by the Most Reverend Frank Caggiano ([Bishop Bio](#)) and the Cathedral parish is St. Augustine in Bridgeport.



JOB TITLE: Chief Development Officer
REPORTS TO: Episcopal Delegate for Administration
LOCATION: Bridgeport, CT – Catholic Center

OVERALL RESPONSIBILITY

The Chief Development Officer is responsible for developing and leading all aspects of Development for the Diocese of Bridgeport including leading and managing all Development personnel, with a goal on growth and sustainability. This includes all development components including but not limited to the Annual Capital Campaign, the current 5-year Capital Campaign, major gifts, donor cultivation, gift processing, etc.

Essential Duties & Responsibilities

- Oversight and responsibility for the Annual Catholic Appeal (ACA).
- Manage major donor phase with the Bishop including solicitation and follow-up.
- Oversee and approve all elements of the ACA plan, evaluate results and interpret and report to the Bishop and Pastors' Advisory Committee.
- Facilitate work of the Pastors' Advisory Committee and the Lay Co-Chairs.
- Approve all promotional materials, video, brochures, vendor work, manuals, special events and press releases.
- Ensure collection of all pledges made in our recent \$75 million Capital Campaign and successfully complete the campaign for the ten parishes that will be running the campaign in 2020.
- Develop strategies for the following new development opportunities, including creation of associated communication plan and promotional materials, and execute accordingly:
 - Major gifts campaign
 - Giving from those who do not have a lot to give (i.e. \$20 monthly gifts)
 - Estate planning
 - Other targeted campaigns
- Develop communication strategy to keep donors informed and motivated to continue giving.
- Identify information required for communications to support giving and work with IT and others to develop associated reports.
- Lead and manage Development staff, including hiring, evaluating, motivating, managing personnel issues, and any other associated activities.
- Attend and participate in senior leadership team meetings, including sub-committees (i.e. Building and Grounds) and participate in special planning meetings and events.
- Foster, develop and maintain Parish and Pastor relations as they relate to diocesan and local fundraising initiatives, including meeting with all Pastors on a regular basis, attending Deanery meetings as required, developing policies for conducting parish campaigns, using professional fundraising counsel and attending parish and finance council meetings, as necessary.
- Relaunch the diocesan planned giving program.
- Develop long range strategic development plan.
- Perform other duties, as assigned

Education/Qualifications/Experience Requirements

- Bachelor's Degree in related field.
- Minimum of ten to fifteen years of related major gift experience in Development, with preference for prior Church experience.
- Excellent interpersonal skills including charismatic qualities and a strong ability to influence others.
- Demonstrated ability to effectively interact with senior leaders.
- Excellent verbal and written communication skills.
- Collaborative management style.
- Ability to attend weekend/evening events as required
- Practicing Catholic in full communion with the Church.

Other

Benefits	Commensurate with background, education and experience.
Application Deadline	April 15, 2020 <i>(Note: 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.)</i>

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

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
E-mail: info@catholicrecruiter.com
Web : www.catholicrecruiter.com