



CATHOLIC DIOCESE  
OF DALLAS



## MAJOR GIFTS OFFICER

February 1, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Diocese of Dallas currently encompasses an area of 7,523 square miles stretched across Dallas, Collin, Ellis, Fannin, Grayson, Hunt, Kaufman, Navarro, and Rockwall Counties. Its 69 parishes and five missions serve approximately 1.2 million Catholics and a larger North Texas community of more than four million people.

The Diocese of Dallas was established in 1890 and formerly encompassed a 120,000 square mile area spreading from Texarkana to the Panhandle, and El Paso, Culbertson, and Hudspeth Counties. Over time, the Dioceses of El Paso, Lubbock, Amarillo, Tyler, and Fort Worth were carved out of the Diocese of Dallas.

The Diocese is led by [Bishop Edward J. Burns](#), the eighth bishop of the diocese.

**Job Title:** Major Gifts Officer  
**Reports To:** Director of Development  
**Location:** Dallas, TX – Pastoral Center

## General Summary of the Position

Reporting to the Director of Development, the Major Gifts Officer will manage the process of identifying, cultivating, and soliciting gifts of \$50,000 and higher from individuals, corporations, and foundations. The Major Gifts Officer will maintain a personal portfolio of donors and prospects who have the capacity to make annual gifts of \$25,000 and higher.

This position will also work collaboratively with the Development department to cultivate and solicit golf sponsorships for the Bishop's Invitational Golf Tournament, the Bishop's Annual Appeal for Catholic Ministries and will participate in all activities surrounding and supporting these initiatives.

The Major Gifts Officer will also work with the Director of Development to manage diocesan/parish/school feasibility studies and capital campaigns. The Major Gifts Officer will work collaboratively with appropriate Diocesan entities to support the philanthropic needs of the Catholic community. The Major Gifts Officer must be a highly energetic professional with a track record of building donor relationships and closing gifts in the six-figure and seven-figure range.

## Essential Duties and Responsibilities of the Position

- Manage a portfolio of current major donors and primary major gift prospects.
- Research and qualify potential major gift prospects.
- Participate in all aspects of the *Moves Management* cycle.
- Manage the preparation and process of parish feasibility studies to provide parishes with appropriate guidance to conduct a capital campaign.
- Coordinate fundraising and development efforts for other Catholic organizations within the Diocese.
- Assist in the Diocesan stewardship efforts that offer parishes the ability to establish a program allowing an engaged, financially stable and spiritual community.
- Work collaboratively with pastor, principal and other parish/school staff and other diocesan offices and ministries when appropriate to support parishes with successful stewardship and capital fund-raising strategies and goals.
- Other duties as assigned by the Director of Development.

## Position Requirements

### Knowledge, Skills and Abilities:

- Ability to understand the needs and interests of leadership and major gifts donors in order to develop relationships between them and the Diocese.
- Demonstrated leadership and the ability to successfully manage multi-functional projects and initiatives.
- Demonstrated experience with making cold calls as well as developing cultivation and solicitation strategies.
- Must have excellent interpersonal and communication skills.
- Proven record of managing project details and tasks to closure.
- Strong ability to effectively utilize/maximize/analyze prospect research.
- Experience with fundraising analytics and systems management.

### Education and Experience:

- Bachelor's degree, required.
- A minimum of five to seven years of successful experience in major gift solicitation and fundraising, required.
- Capital Campaign experience, highly preferred.
- Excellent computer skills required (Microsoft Excel, Word, PowerPoint, Outlook; Adobe Acrobat).

### Special Requirements:

- Experience using donor databases; Blackbaud's Raiser's Edge NXT, preferred.
- Practicing Catholic in good standing, required.
- Some travel may be required.
- Night and weekend event attendance may be required.
- Completes all required system audits.

Application Deadline: March 15, 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](mailto:Brent@CatholicRecruiter.com)

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

*This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of the Diocese of Dallas – Pastoral Center.*

*The Diocese of Dallas – Pastoral Center reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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