



# Diocese of Duluth

Serving the 10 counties of northeastern Minnesota



## DIRECTOR OF DEVELOPMENT

April 1, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The [Diocese of Duluth](#) was established in 1889 and serves over 47,000 Catholics in the 10 counties of Northeastern Minnesota. The diocese is led by the Most Reverend Daniel J. Felton ([Bio](#)). There are 73 parish communities, and the seat of the diocese is the Cathedral of Our Lady of the Rosary in Duluth.

**Position:** Director of Development

### SUMMARY

This position is responsible for fostering intentional giving in support of the apostolic ministry of the Church. The office will promote and cultivate a culture of giving through establishing and nurturing sustainable relationships among individuals and institutions in the Diocese of Duluth. The Office of Development is to always keep at the center of its activities the mission of the Church, which is to proclaim, celebrate and live the Gospel in word and deed.

### CONTEXT

This position is an extension of the Bishop's ministry and must collaborate with the Vicar General, Cathedral Rector, Finance Officer and other Diocesan Offices and Institutions for the development of a variety of active philanthropic campaigns that will support designated ministries and programs. The incumbent must have a willingness and ability to support the mission of the universal and local Roman Catholic Church.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Audit current and past practices to review efficiencies in all systems and procedures.
- Draft an annual fundraising plan that will include strategies for personal solicitation of major gifts and planned gifts, direct mail campaigns, and other opportunities.
- Develop and maintain systems to acknowledge and appreciate donors and volunteers.
- Create and manage relationships with Catholic foundations, corporations, and religious congregations to identify and apply for grant opportunities that are supportive to diocesan and parish programs/needs.
- Identify, cultivate, and manage relationships with the people and institutions of the diocese via face-to-face contacts, phone, email, mail correspondence and media outlets.
- Support the education of priests, parishioners, parishes, and institutions on best practice.
- Provide monthly and post-appeal reports and analysis to the Bishop and Diocesan Directors through Directors' Meetings and other requested contacts.
- Report to the Bishop, Finance Officer and Diocesan Finance Council on stewardship, major gifts, planned giving activity, contacts as well as proposed contracts.
- Form a volunteer Diocesan Development Advisory Council to assist with vision, outreach, and giving opportunities.
- Provide a complete and current record and filing system on all work.
- Develop short and long-term planning for the department.
- Direct diocesan wide capital campaigns.
- Assist with parish capital campaigns.
- Assist the Cathedral as needed for its development needs.
- Develop and manage the Office of Development budget.
- Script communication articles for the website and publications.

## SUPERVISORY RESPONSIBILITIES

Not responsible for any immediate supervision of employees.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### Education and/or Experience

- Bachelor's Degree preferred or equivalent
- Experience in development or marketing sales
- Experience working with volunteers
- Experience with fundraising in a non-profit organization
- Demonstrated excellence in organizational and communication skills

### Language Skills

Superior interpersonal communication skills, persuasive writing (grants) and presentation skills. Keen attention to detail.

### Other Experience/Skills

- Collaborative/friendly work style with ability to project professionalism and sincerity
- Prefer an active member of a Catholic community to express personal knowledge of the Catholic faith and commitment to Catholic ideals
- Possess good organizational skills and is capable of multi-tasking
- Successfully pass a criminal background check

### Certificates, Licenses

Certified Fundraising Executive credential preferred

Valid driver's license

**Compensation and Benefits:** Highly Competitive and comprehensive benefits with details available to candidates through Human Resources.

**Application Deadline:** **April 30, 2022**

*(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.)*

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

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

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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