



CHIEF DEVELOPMENT OFFICER

November 25, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

www.dioceseofjoliet.org

The Diocese of Joliet was established by Papal Bull on December 11th, 1948 by Pope Pius VIII. The Diocese encompasses 4218 square miles across 7 counties in the State of Illinois and is home to nearly 620,000 Catholics. Our diocese has 118 parishes and 7 missions and is led by the Most Reverend R. Daniel Conlon ([Bishop Biography](#)). The Diocese seeks a strong Catholic fundraising leader who can secure the necessary support to continue the vital mission of our diocese in serving God's people.

POSITION TITLE: Chief Development Officer

SUPERVISOR: Chief Financial Officer/Secretary of Administration

JOB SUMMARY

The Chief Development Officer (CDO) serves as a key leadership team member and an active participant in making strategic philanthropic decisions affecting the Diocese of Joliet.

This position is responsible for the supervision and effectiveness of the Development Office staff. The CDO is responsible for all philanthropic activities and will be a visible public face in the diocese. This individual will help forge new relationships to build the Diocese of Joliet's visibility, impact, and financial resources. The CDO will have primary responsibility for developing key external alliances, with a heavy emphasis on individual major/planned gifts, and then cultivating their support.

Duties & Responsibilities

- Supervise the activities of the Development Office staff
- Prepare an annual comprehensive development plan that describes the mission of the Development Office
- Plan and implement goals and objectives to secure major, capital, planned and annual gifts
- Promote planned giving, especially for parishes and the diocese
- Establish and maintain high visibility in the diocese and community at large
- Interact with major donors in person, via telephone, electronic communication, and written correspondence
- Identify potential contributors to special projects and ongoing operations through examination of past record, individual and corporate contacts and knowledge of the community
- Provide campaign consultation to pastors
- Recommend fundraising/development companies/consultants for use in capital campaigns and maintain a working relationship with potential companies
- Build major gift and planned giving files, increasing the number of major benefactors each year
- Develop a comprehensive planned giving program for the diocese
- Oversee and cultivate the Deo Gratias Society of leadership donors to the Catholic Ministries Annual Appeal
- Direct and build the Lumen Christi Legacy Society of donors who plan on making a planned gift to the Diocese of Joliet
- Other duties as assigned

Qualifications

- A Bachelor's degree from a four-year college or university
- Proven executive and fund development officer with several years of progressive management experience and well documented success in major gift fundraising
- Demonstrated ability and proven track record of successfully cultivating relationships and securing major gifts
- Comfortable with making "the ask" of many types of donors, including individuals, corporations and foundations
- Exceptional writing, presentation and communication skills
- Strategic thinker
- Well organized
- Must have competency and experience with the fundamentals of estate planning, gift giving and the charitable giving process
- High degree of professionalism, diplomacy and tact
- Practicing Catholic who supports the teachings of the church and who is dedicated to promoting the Church's fundraising priorities.
- Bilingual in Spanish and English a plus

OTHER

- **Salary** ○ Commensurate with background, education and experience.
- **Application Deadline** ○ January 15, 2020
(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.)

To apply for this position, please email resume with cover letter and salary requirement to:

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

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

Search managed by:

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