



DIOCESE *of* PROVIDENCE



# PHILANTHROPY OFFICER

June 30, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The **Catholic Foundation of Rhode Island (CFRI)** exists to strengthen the future of the Catholic Church in Rhode Island by helping individuals and families create enduring legacies of faith through planned gifts, estate gifts, and endowed funds. As a separate 501(c)(3) serving the **Diocese of Providence**, the Foundation stewards more than 460 endowed funds and over \$180 million in charitable assets that provide lasting support for parishes, Catholic schools, seminarians, retired priests, charitable ministries, and other vital works of the Church.

The Foundation serves as the Diocese's philanthropic partner, helping donors align their charitable goals with the ministries they care about most. As the Foundation expands its outreach to a new generation of Catholic givers, it is investing in stronger donor relationships, increased planned giving, and the growth of permanent endowment funds that will sustain the Church's mission for decades to come. **This is an exciting opportunity for a relationship-driven fundraiser to join a small, collaborative team and help shape the next generation of Catholic philanthropy in Rhode Island.**

Established in 1872, the Diocese of Providence serves the Catholic Church throughout Rhode Island through its network of parishes, schools, and ministries. The Catholic Foundation plays a central role in ensuring these ministries have the long-term financial resources to carry their mission forward for future generations.

## Position Summary:

The Philanthropy Officer is responsible for designing and executing an annual philanthropic engagement strategy to grow and sustain support for the Catholic Foundation of Rhode Island. This includes cultivating, soliciting, and stewarding donors for planned gifts, major outright gifts, and endowed fund growth opportunities from new donors establishing funds and from existing endowed fundholders making additional contributions to their funds. The role manages a portfolio of prospects and current fundholders and is accountable for increasing planned giving commitments, expanding the Foundation's endowment pipeline, and deepening long-term donor relationships.

This position reports directly to the Executive Director.

## Job Responsibilities:

- Develop and execute an annual plan with clear objectives and measurable activity targets.
- Identify, research, and qualify prospective donors and funding sources using independent prospect research and support provided by the Foundation Operations Manager, and develop effective cultivation and solicitation strategies.
- Conduct and personally lead one-on-one cultivation visits and gift solicitations, with a target of 100 visits annually.
- Steward existing donors and endowed fundholders to ensure ongoing engagement and identify opportunities for additional contributions to established funds.
- Collaborate with the Executive Director, Board of Advisors, and Chief Financial Officer to advance donor engagement strategies and implement Foundation priorities.
- In partnership with the Executive Director and marketing consultants, support the promotion of CFRI through recognition societies, donor storytelling, and targeted communications.
- Present at educational and promotional seminars organized by the Catholic Foundation of Rhode Island on philanthropic giving, including planned giving and endowment development, for parishes, schools, diocesan agencies, and external professional audiences.
- Maintain the highest standards of ethical practice in all aspects of donor engagement and solicitation.
- Support Board of Advisors committees as needed, including preparation and follow-up for meetings and initiatives.
- Build and sustain strong working relationships with pastors and lay leaders to foster collaboration, trust, and philanthropic engagement.
- Perform other related duties as assigned.

## Education and Qualifications:

- Bachelor's degree required.
- 7+ years of successful, relevant experience in planned giving, major gifts, or institutional fundraising preferred; equivalent combinations of education and experience considered.
- Demonstrated strength in donor cultivation, solicitation, and stewardship.
- Excellent oral, written, and interpersonal communication skills.
- Ability to work effectively with diverse stakeholders in a collaborative, mission-driven environment.

**Special Requirement:**

- An understanding of the structure and operations of the Catholic Church and an understanding and commitment to the tenets of the Catholic Faith are required

**Reporting Relationships:**

- This position reports to: Executive Director

**Salary:** Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

**Application Deadline:** August 15, 2026

*(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  
Senior Vice President of Recruiting  
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 position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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