



# DIRECTOR OF LEADERSHIP GIFTS

September 5, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Hartford Bishops' Foundation is the principal philanthropic organization supporting the missions of the Catholic church in the Archdiocese of Hartford. As the steward of significant resources provided by the generous donors in our community the Foundation supports various Catholic social justice initiatives which serve the marginalized populations of our diocese.

### **Our Vision**

We will repair where the needs exist, and we will create a more encompassing community; a conspicuously welcoming Church; a new hope on the hill; a place for all of us.

We are an independent, devout foundation that works in partnership with members of our Archdiocese of Hartford to grow, develop and manage grant funds supporting all aspects of the Catholic devotion following each donor's commitment.

### **Our Mission**

When we understand the divine in us all, we are sighted each person's significance. Rooted in our faith, traditions of assistance and righteousness, we provide care and services throughout Hartford, New Haven, and Litchfield Counties.

HBF upholds the values of social service, teachings and love and working for justice in all that we do and who we serve with compassion and a standard of excellence. We will continue the charity work much needed in our community for the benefit of all we serve.

**Position:** Director of Leadership Gifts

**Reports To:** Chief Development Officer/Acting Executive Director

## Main Function:

This position will report to the Chief Development Officer/Acting Executive Director. The Director of Leadership Gifts will, working with the Chief Development Officer/Acting Executive Director, design and direct Leadership philanthropic initiatives and programs in support of The Hartford Bishops' Foundation and the Archdiocese of Hartford. The Director will work with the senior members of the HBF team to create and implement plans to build and sustain a culture of philanthropy in support of the HBF and cultivate relationships to move donors from initial gifts to ongoing active donor status, focusing on potential donors for Leadership Gifts and potential planned gifts for the HBF.

The Director will play a leadership role in increasing short and long-term support for the HBF and in building a prospect and donor base capable of supporting philanthropic activities and future campaigns. The Director will manage a portfolio of Leadership prospects and donors, develop and propose plans and solicitation strategies for individual prospects and for projects as they arise.

## Essential Functions:

- Responsible for cultivating donors to the HBF and working with them to consider multiple gifts over time and to ensure their satisfaction with their contributions. Develop and implement strategies to build and maintain strong relationships with donors and prospects, leading to the successful cultivation, solicitation, and closure of multi-year Leadership Gifts. Responsible for increasing Leadership Gifts for short and long-term support of the HBF through multi-year commitments and solicitations and donor base development. Build and maintain strong relationships with pastors, existing Leadership Gift donors, board members, and ministry heads to facilitate donor identification and engagement in HBF/donor activities;
- Working with Foundation staff, he/she will be responsible for written Leadership Gift materials and communications, as well as developing recognition policies for Leadership Gift donors;
- Plan and direct all Leadership Gift activities for current and future needs based on the direction provided by the Chief Development Officer/Acting Executive Director. Provide leadership for and the facilitation of all Leadership Gift collaterals including material, prospect screening and research activities, solicitation training for staff and volunteers, tracking of solicitor and campaign progress, developing appropriate acknowledgment procedures, donor recognition, planning appropriate events, accompanying volunteers on solicitations and conducting individual solicitations on behalf of the campaign, presenting reports to the HBF Board and Executive Committee as needed;
- Serve as a senior member of the HBF team;
- Experience with Raiser's Edge or similar fundraising software.

## Education and Qualifications:

The successful candidate will be a creative, strategic, goal and team-oriented leader who thrives in a competitive philanthropic environment. Qualifications include:

- Bachelor's Degree in a related field, is preferred.
- Minimum 6 years fundraising experience, preferably in a faith-based, hospital/medical center or college/university setting, and including significant Leadership Gift experience.
- An appreciation for the culture and philosophy of the Roman Catholic Church.
- Demonstrated ability to work independently, prioritize work and independently manage multiple, diverse, and competing priorities while meeting deadlines; plan and develop meaningful objectives.
- Familiarity or experience with the workings of a nonprofit organization; including nonprofit advocacy, fundraising, and communicating donor programs.
- Strong organizational and time management skills.
- Excellent written and verbal skills.
- Ability to perform outlined tasks with minimal supervision.
- Must possess excellent analytical skills.

**Travel:** 20%-30%; minimal overnight travel

**Salary:** Commensurate with background, education, and experience.

**Application Deadline:** November 1, 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.

Search managed by:

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