



THE BASILICA

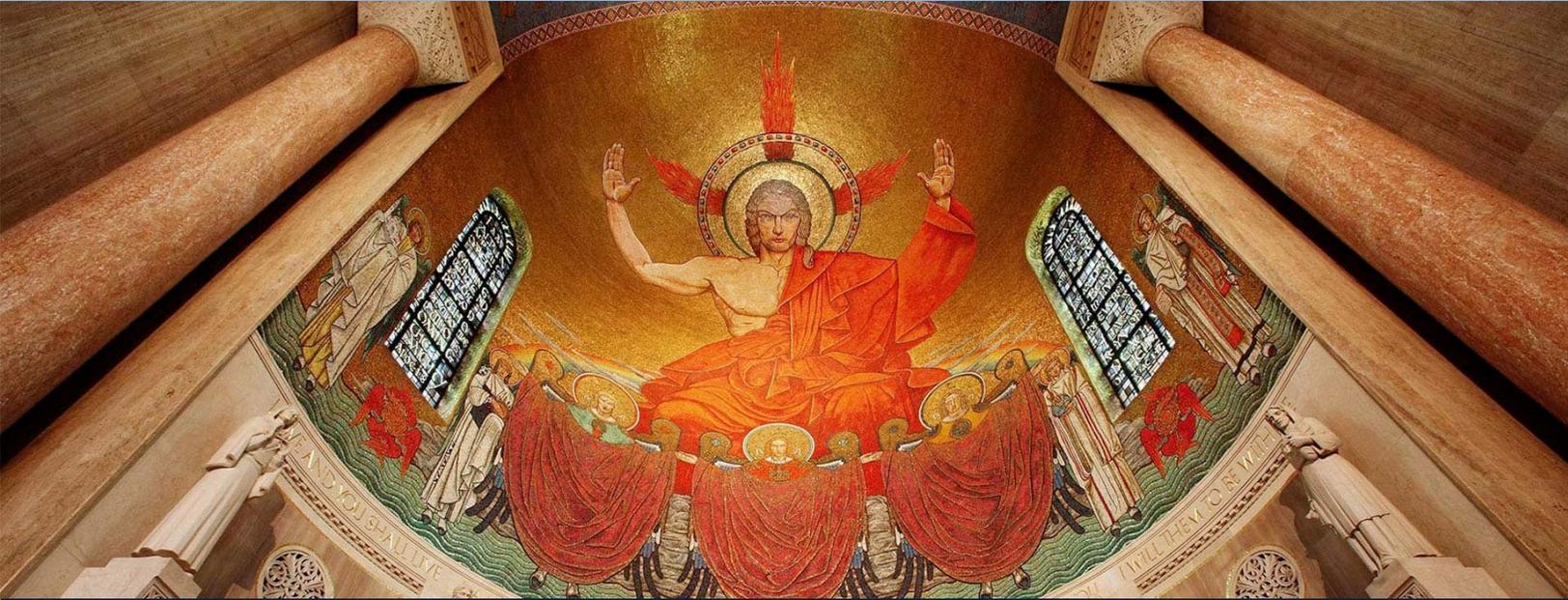


# SENIOR MAJOR GIFTS OFFICER

September 9, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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Affectionately referred to as *America's Catholic Church*, the Basilica of the National Shrine of the Immaculate Conception <https://www.nationalshrine.org/> has been a century in the making.

Although its foundation stone was laid in 1920, this great shrine seems to have been conceived of as early as 1846, the year the Bishops of America declared the Blessed Virgin Mary the patroness of the United States under her title of the Immaculate Conception. That year, the *Lowell Courier Journal*, a newspaper in Massachusetts, wrote of "a magnificent Catholic Church to be built at Washington, D.C. after the manner of the great cathedrals of the Old World from subscriptions of every Catholic Parish in America."

Through the generosity of generations of American Catholics, the Basilica of the National Shrine of the Immaculate Conception stands as our nation's preeminent Marian shrine and patronal church, rivaling the great sanctuaries of Europe and the world, not only in size and stature but also in beauty, dignity, and sanctity.

The ability of the Shrine to thrive as a place of beauty, prayer, and national Church, a home to a diverse multitude of visitors, continues to depend on the generosity of supporters throughout the world. It is the responsibility of the Senior Major Gift Officer to attract and maintain this level of support through sustaining gifts and bequest donations.

# Position Summary

The Senior Major Gifts Officer will analyze existing donor databases and records to identify and prioritize donors who would be inclined to gift \$10,000 + or would consider providing for the Shrine in bequests and/or annuities. He/she will develop and execute a plan which prioritizes prospects who, through personal cultivation and relationship building, will form the core of support in sustaining the Shrine now and for future generations. A keen understanding of “Moves Management” and working with donor profiling systems is required to ensure the success of this position.

Reports to: Rector of the Shrine

## Duties & Responsibilities

- Design, implement, and coordinate a comprehensive individual donor and planned giving management system to identify and reach out to current and potential supporters.
- Develop systems and strategies to seamlessly prioritize, communicate with, and acknowledge major and planned gift potential. Enlist the support of various database, research, and events vendors.
- Begin relationship building and outreach to donor base.
- Identify and coordinate opportunities to utilize special events such as the centennial celebration of the Basilica (in 2020) to reengage past supporters and cultivate new relationships.
- Maintain records of donor interaction.
- Build awareness of the benefits of charitable planned giving among all segments of the National Shrine’s donor constituency.
- Acknowledge donors and contributions in an accurate and timely manner for all major gifts.
- Prepare letters, brochures, reports, acknowledgments, and other written materials as needed and required by individual donors.
- Develop programs to educate donors about the ministries funded from their gifts.
- Collaborate with accounting department to ensure revenue compliance, accurate results reporting, and verification of expenditures. Provide accounting and auditors joint cost of funds analysis.
- Aid ongoing development initiatives at the National Shrine.
- Assist the Rector with enhancing the image of the National Shrine using effective programs and public relations, working in collaboration with other departments, including the Communications, Music, and Liturgy departments.
- Perform other duties as assigned.

# Required Education & Experience

- Bachelor's Degree in fundraising, nonprofit management, communications, business administration, finance, or related field.
- A minimum of five years' professional and successful management of a major gift and planned giving program.
- Specialized knowledge of fundraising practices and marketing techniques.
- Skills in negotiation and persuasion.
- Knowledge of tax codes affecting charitable giving.
- A fundamental understanding and appreciation of the Catholic faith.
- Excellent written and verbal communications skills.
- Ability to communicate with a wide variety of existing and potential donors with the capacity to resolve difficult situations with tact and diplomacy.
- Thorough knowledge of Microsoft Office Suite.
- Ability to travel to meet donors. Some evening and weekend functions.

# Other

- Salary** ○ Commensurate with background, education, and experience.
- Application Deadline** ○ November 15, 2019  
*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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