



CREATING HOPE.
FINDING PEACE.



MAJOR GIFTS OFFICER

March 18, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

St. Edmund's Retreat, located on Enders Island in Mystic, Connecticut, is a Catholic retreat and recovery community whose primary mission is to proclaim the Gospel of Jesus Christ in word and deed through hospitality, accompaniment, and care. We welcome all who cross our causeway seeking an experience of God's healing, redeeming, and renewing love. Rooted in the rich traditions of the Catholic faith, we are guided by the belief that every person we encounter is an honored guest, created in the image of God and deserving of dignity, compassion, and respect.

Through faith-based retreats, sacred art workshops and ministries to the public, and as a long-term residential recovery residence for young men, seminarians, and clergy, St. Edmund's Retreat offers a holistic ministry of spiritual renewal, hope, healing, and transformation. Our work integrates prayer, community life, education, and service, supporting individuals, families, clergy, and young adults on their journey toward wholeness and restored purpose.

Purpose and Scope of the Position:

The Major Gifts Officer plays a critical role in advancing the mission of St. Edmund's Retreat by building meaningful, long-term relationships with donors and prospects capable of making significant philanthropic investments. This position is responsible for creating and managing a portfolio of major donors and prospects, developing personalized engagement strategies, and securing financial support for operational needs, program growth, and strategic initiatives, including capital projects and special ministries. Working closely with senior leadership, the Vice President of Advancement, and the Board of Trustees, the Major Gifts Officer serves as a trusted ambassador of the mission, helping donors connect their values and passions to the life-changing work of St. Edmund's Retreat.

Responsibilities:

- Develop a detailed plan in conjunction with the Chief Executive Officer and Chief Operating Officer to establish a portfolio of approximately 50–75 major gift prospects capable of supporting five-, six-, and seven-figure gifts
- Identify specific projects or programs requiring philanthropic support and match them with donors who have expressed philanthropic interest in supporting mission-aligned initiatives
- Travel and engage donors through a structured relationship-building process utilizing a methodical 'moves management' approach to donor cultivation and solicitation
- Work collaboratively with management and relevant staff to utilize internal databases and donor management systems to consolidate development activities, maintain accurate donor records, and coordinate outreach efforts across departments
- Include senior leadership, including the CEO and COO, in final 'ask' conversations where appropriate
- Develop and implement an annual strategy to expand the major donor pipeline, with the goal of increasing the number of qualified major gift prospects each year
- Understands planned giving as a donor strategy and knows how to pivot to estate philanthropy when appropriate.

Requirements:

- Practicing Catholic
- Bachelor's degree
- Understanding of donor cultivation and donor management processes
- Five to seven years of fundraising experience with demonstrated success securing major gifts
- Comfortable working in a small mission-based organization
- Ability to travel regularly to donor locations throughout the United States
- Experience with donor management software and CRM systems
- Highly collaborative and team oriented
- Ability to maintain confidentiality and handle sensitive information appropriately

Travel: Some travel to donors throughout the country. Expected travel is 40-50%.

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

Application Deadline: May 1, 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:

Ken Rowe
Vice President, CAO
Catholic Recruiter Associates
[**Kenr@CatholicRecruiter.com**](mailto:Kenr@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:



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