

Job Title – Manager of Donor Engagement

Hours- Full-time, benefited, exempt

Reports to- Chief Development Officer

Location - Diocese of Joliet
16555 Weber Road
Crest Hill, IL 60403

Start a Great Career with a Great Purpose!

At the Blanchette Catholic Center, we serve, support, and collaborate with the clergy, religious, and lay leaders of our parishes, schools, and ministries to animate the mission of the Catholic Church through the Bishop's vision of Catechesis, Evangelization, and Faith into Action. We are recognized as an employer of choice!

PRIMARY DUTIES & RESPONSIBILITIES

- Proactively and strategically manage assigned portfolios of prospects for mid-level gifts, tax credit gifts and planned gifts, while creating, planning, and executing donor communications throughout appeal year to educate and promote the mission of the Catholic Ministries Annual Appeal, especially through electronic and print avenues.
- Manage planned giving program including promotion, tracking, outreach, acknowledgment, parish communications. Helps create metrics and other relevant statistics for tracking results and effectiveness, while contributing to the assessment and enhancement of fundraising program.
- Works in partnership with staff to engage, cultivate and steward existing, new, and prospective donors. Oversee efficient use of resources from planned giving vendors, including online services. Promotes offertory and stewardship programs to parishes, pastors, and business managers.

OTHER DUTIES AND RESPONSIBILITIES

- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet
- Handle other duties as assigned

QUALIFICATIONS

- Demonstrated success in personal cultivation, solicitation and securing of major and planned gifts, while having an understanding of planned giving vehicles, as well as estate and financial planning for individuals and tax implications of charitable giving.
- Excellent communicator with exceptional presentation and writing skills, including the ability to prepare proposals and written correspondence; have the ability to motivate and persuade others while being an effective team player in a small office environment.
- Superior interpersonal skills, including ability to listen, observe and interact well with diverse individuals and groups; strong organizational skills to analyze data and research donor database.
- Ability to handle multiple tasks under time sensitive deadlines.
- Bilingual in Spanish and English is a plus

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Nonprofit Management, Marketing, Business, Public Relations, or related field.
- CFRE or advanced degree a plus.
- 5 years of fundraising experience.
- Practicing Catholic who supports the teachings of the church and who is dedicated to promoting the Church's fundraising priorities.
- Must be willing to occasionally work nights and weekends when necessary.

WORKING CONDITIONS

This is a full-time benefited, exempt position. Normal work schedule Monday through Thursday 8:00 am to 4:30 pm and 8:00 am - 1:00 pm Friday. Additional time as necessary. Flexibility of schedule and reliable transportation is required.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

If interested in this amazing opportunity, please send a cover letter and resume to the Human Resources Department at humanresources@dioceseofjoliet.org.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.