



DIRECTOR OF DEVELOPMENT CATHOLIC CHARITIES, DIOCESE OF PITTSBURGH, PA



About Catholic Charities, Diocese of Pittsburgh

IDENTITY STATEMENT

Catholic Charities is the primary social service agency of the Diocese of Pittsburgh serving all regardless of religious affiliation, in their time of greatest need.

VISION

Catholic Charities is dedicated to championing the identity of the person, improving the quality of life, and advocating for the social good of the human family, so that the poor and vulnerable, always welcomed and loved, embrace opportunities necessary to realize their potential.

MISSION

Our mission is to serve with excellence, professionalism, integrity and compassion, the human needs of individuals and families, regardless of their religious affiliation, and to provide leadership in mobilizing the resources of parishes and the wider community in addressing these needs.

Catholic Charities' programs and services are available to those who live within the six counties of the Diocese—Allegheny, Beaver, Butler, Greene, Lawrence and Washington.

GUIDING PRINCIPLES

- Guided by the Gospel values and social teachings of the Catholic Church;
- Provide services and foster communications that respect each person with a preferential option for those who are poor or vulnerable;
- Promote and protect life from the moment of conception until natural death;
- Provide service to all in need regardless of religious affiliation;
- Operate with integrity and the highest ethical and professional standards;
- Stewards of resources utilizing gifts of time, talent and treasure in a transparent and accountable manner;
- Foster effective partnerships with the parishes of the Diocese of Pittsburgh;
- Develop a service delivery system to allow clients comprehensive access to a wide range of coordinated services;
- Provide programs and services that assist with immediate needs while empowering individuals and families to attain self-sufficiency;
- Strive to be a trendsetting agency among health and human service providers.

Please see www.ccpgh.org for additional information and a full listing of services provided.

Position Overview

A critical part of the management team of Catholic Charities, the Director of Development reports to the Executive Director and works in collaboration with the Administrator of the Catholic Charities Free Health Care Center, the executive staff and the Board of Directors to lead Catholic Charities' fundraising programs. The Director of Development manages a staff of four professionals and is responsible for raising \$4 million annually through a comprehensive fundraising program.

Key Responsibilities

Planning and Development

- Create and implement an annual development strategy and plan for operating and program support that includes specific dollar goals for each targeted area of funding: foundations, corporations, individuals and special events.
- Create and execute a plan to upgrade and manage the technology and software of the development effort.

Cultivation and Solicitation

- Create a plan and timeline to cultivate major gifts on an annual basis. Build on relationships and goodwill created by the Board and Special Events.
- Cultivate and nurture relationships with current and potential corporate and foundation supporters.
- Create a vibrant and sustainable annual giving program. Develop and grow individual donor base.
- Develop and implement a plan for donor recognition and ongoing stewardship of major donors and foundations.

Management

- Manage and inspire a staff of four professionals.
- Manage office systems to support development and maintain confidential donor records.
- Launch effective and sustainable practices for the use of Raiser's Edge contact management software.
- Administer Policies and Procedures. Review and create departmental guidelines as needed.
- Collaborate with Finance Team to maintain accurate and timely reporting of development results/efforts.

Reporting

- Prepare reports for the Executive Director, Administrator of the Free Health Care Center and the Board of Directors.
- Work cooperatively with the Board of Directors Advancement Committee.

This search is managed by Dewey & Kaye. Questions should be directed to Michelle Heck, michelle.heck@deweykaye.com.

Application material (Cover Letter, Resume and Salary requirements) should be directed to resumes@deweykaye.com.

PLEASE REFERENCE #208-MH687 IN THE SUBJECT LINE.

Expected Outcomes

- **Create a Comprehensive Development Plan.** During the first 90 days, prepare an analysis of the development functions of the organization that includes the status of current development efforts and major challenges and opportunities. Particular attention paid to the balance of event generated income.
- **Create and execute a strategy for the utilization and efficient use of Raiser's Edge.** During the first 90 days, analyze the status and current usage of the software and make recommendations for optimization. Implement development best practices with the research, solicitation and acknowledgement of gifts from individuals, groups, corporations and foundations.
- **Identify, Cultivate, Solicit and Acknowledge Participation in the Mission.** Follow up with all donors and gifts committed to Catholic Charities.
- **Oversee and Coordinate Foundation Grant Activity.** With the assistance of staff, craft and submit grant proposals to private funding sources. Establish relationships with foundation funders, maintain a calendar of due dates and deliverables to ensure prompt submission and follow-up reporting.
- **Establish and Sustain Internal and External Relationships.** Manage relationships professionally. Seek out opportunities to share and disseminate information internally and externally as appropriate. The Director of Development must have excellent verbal and electronic communication ability.
- **Administer Policies and Procedures.** Manage the budget. Review and create departmental guidelines as needed. Perform organizational functions as required. Seek opportunities to become involved in the mission-centered programs of Catholic Charities.
- **Participate in Agency Planning.** Offer creative insight to the short and long term planning of the overall organization.

Ideal Experience

The Director of Development should be high energy and entrepreneurial and should demonstrate a proven track record in building strong relationships with supporters and meeting fundraising goals. She/he will possess strong leadership skills that inspire trust, high performance and collaboration across the organization. Strong analytical and quantitative skills are required. This results-orientated leader will be a visionary with a strong general management mindset.

- Bachelor's degree.
- A minimum of 7 years progressive and effective fundraising, sales or business development experience.
- A demonstrated record of strong management and leadership skills.
- Personal communication skills necessary for effective face-to-face cultivation of donors and written communication skills necessary to create compelling fundraising materials.
- Experience with fundraising databases, preferably Raiser's Edge.

This search is managed by Dewey & Kaye. Questions should be directed to Michelle Heck, michelle.heck@deweykaye.com.

Application material (Cover Letter, Resume and Salary requirements) should be directed to resumes@deweykaye.com.

PLEASE REFERENCE #208-MH687 IN THE SUBJECT LINE.

Personal Characteristics

- ▶ Embrace with passion the mission of Catholic Charities.
- ▶ Approach work with a collegial attitude.
- ▶ Candidates need not be Catholic.
- ▶ Respond to colleagues, community partners, donors and all related constituents with respect and graciousness.
- ▶ Cultivate internal and external talent through mentorship and leadership.

To Apply

Cover letter, resume and salary requirements should be sent to: resumes@deweykaye.com.

PLEASE REFERENCE #208-MH687 IN THE SUBJECT LINE.

Application Due Date: Monday, November 28, 2011 by 5pm

This search is managed by Dewey & Kaye. Questions should be directed to Michelle Heck, michelle.heck@deweykaye.com.

All first round interviews for the Director of Development will take place with Dewey & Kaye.

Catholic Charities is an Equal Opportunity Employer. We welcome resumes from all qualified applicants.



This search is managed by Dewey & Kaye. Questions should be directed to Michelle Heck, michelle.heck@deweykaye.com.

Application material (Cover Letter, Resume and Salary requirements) should be directed to resumes@deweykaye.com.

PLEASE REFERENCE #208-MH687 IN THE SUBJECT LINE.