

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT:	The Catholic Foundation
POSITION:	Associate Director
CATEGORY:	Exempt – Full Time

SUPERVISOR: Executive Director, The Catholic Foundation of the Diocese of Sacramento, Inc.

JOB SUMMARY: Under the supervision of the Executive Director of The Catholic Foundation and working closely with the Department of Finance, the Associate Director is responsible for the administration and operation of The Catholic Foundation office ensuring that effective systems are in place for individual donors to meet their philanthropic needs while advancing the mission of the Diocese.

ESSENTIAL FUNCTIONS:

I. Responsibilities:

Organizational Support:

- Lead, supervise and provide strategic direction for the Development Office front office and data information/entry staff
- Ensure excellent administration and record keeping of all gifts
- Provide timely, accurate and informative reports to Foundation stakeholders

Resource Development:

- Oversee the ongoing planning, implementation and expansion of the Annual Catholic Appeal
- Oversee the ongoing implementation and redemption of The ONE Campaign
- Targeted development project support (e.g. Special Collections)
- Support the expansion of donor giving initiatives (e.g. Parish Assistance and other online giving opportunities)

Communications and Marketing:

- Support communication and marketing projects on behalf of the Foundation (i.e. Annual Report, TCF awareness projects)
- Special event support (i.e. Bishop's Christmas Reception, Red Mass and Dinner)

II. Other:

- Maintains strict confidentiality at all times
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- Capable of building strong relationships with individuals, organizations and vendor partners to advance the interest and mission of the Church

- Ability to understand the needs of stakeholders and articulate how The Catholic Foundation can help
- Possess the personal qualities of integrity, compassion and empathy which encourage the trust and confidence of others
- Database management experience and familiarity with Raiser's Edge
- Proficient in Microsoft Office, Excel and PowerPoint

EDUCATION/EXPERIENCE:

- College degree
- 5-7 years of professional work experience in project/event management, relationship building or related field
- Previous supervisory experience needed

SKILLS/KNOWLEDGE:

- Excellent written and verbal communication skills
- Ability to manage multiple projects
- Ability to work independently with minimum supervision
- Excellent interpersonal skills
- Can work under deadline pressure
- Comfortable working with parish (pastoral and lay) leaders
- Ability to attend meetings and events outside the office - including some week nights and weekends
- Active and practicing Catholic

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE