



DIOCESE OF JOLIET

JOB DESCRIPTION

TITLE Manager of Donor Engagement
AGENCY **Development Office**
SUPERVISOR Chief Development Officer

JOB SUMMARY

The Manager of Donor Engagement is responsible for stewarding and cultivating mid-level donors for the fundraising activities of the Diocese of Joliet, its ministries, parishes, and schools. The individual will secure a variety of gifts including mid-level gifts, tax credit gifts, and planned gifts. The individual will qualify, educate, and cultivate prospects.

DUTIES & RESPONSIBILITIES

- Proactively and strategically manage assigned portfolios of prospects for mid-level gifts, tax credit gifts and planned gifts.
- Cultivate and steward donors and prospects through personal contact including phone calls, correspondence, and personal visits.
- Manage planned giving program including promotion, tracking, outreach, acknowledgment, parish communications.
- Works in partnership with staff to engage, cultivate and steward existing, new, and prospective donors.
- Helps manage donor recognition efforts through events, publications, and meetings.
- Provides strategic guidance and planning to cultivate and educate new donors as well as parishes and pastors.
- Track and create moves management protocols for team.
- Help create metrics and other relevant statistics for tracking results and effectiveness.
- Contributes to the assessment and enhancement of fundraising program.
- Oversee efficient use of resources from planned giving vendors including online services.
- Promote offertory and stewardship programs to parishes, pastors, business managers.

OTHER DUTIES & RESPONSIBILITIES

- Other duties as assigned.

QUALIFICATIONS

- Demonstrated success in personal cultivation, solicitation and securing of major and planned gifts.
- Understanding of planned giving vehicles as well as estate and financial planning for individuals as well as tax implications of charitable giving.
- Excellent communicator with exceptional presentation and writing skills including the ability to prepare proposals and written correspondence.
- Ability to motivate and persuade others.

- Must be 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.
- 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.
- Bilingual in Spanish and English is a plus.

WORKING CONDITIONS

This is a full-time benefited, exempt position. Normal work schedule Monday through Thursday 8:00 a.m. – 4:30 p.m. and 8:00 a.m. – 1:00 p.m. 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 accommodation 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.

Name: _____ Date: _____

Supervisor: _____ Date: _____

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.