

Diocese of Pensacola-Tallahassee
Catholic Charities of Northwest Florida
Job Description

Job Title: Assistant Director of Funds Development
Department: Funds Development
Reports to: Director of Funds Development
FLSA Status: Exempt
Approval Date: April 2017

Job Summary:

The Assistant Director of Funds Development has primary responsibilities for the development and direct operations of a program for major donor gifts. In addition, the Assistant Director is responsible for supporting all of the assigned responsibilities and activities of the Director of Funds Development and must be knowledgeable of all of the activities of that Director.

Required Qualifications:

Education:

- Relevant education or credentials strongly preferred in Philanthropy, Fund Development, Marketing, Communications, Public Relations, or similar field.

Experience:

- Minimum five (5) years of successful philanthropy, fund development, and community relations with emphasis on donor relationships, communications, and community relations, preferably in a philanthropic or human service organization

Competencies:

- Exceptional verbal and written business communication skills
- Exceptional interpersonal skills including cultivation, negotiation, and persuasive influence
- Effective public speaking and ability to represent the organization in varied settings
- Personal enthusiasm for and commitment to philanthropy and fund development
- Proven ability to manage confidential information appropriately
- Strong task management and project organizational skills, including delegation
- Strong technological skills, especially internet related platforms
- Ability to maintain high level of credibility with all levels of organization
- Ability to coordinate complex projects
- Ability to work collaboratively within all levels of organization
- Ability to multi-task and to work under pressure and meet deadlines

- Ability to interact effectively with external organizations, informal networks and individuals, and the ability to negotiate sometimes sensitive and highly political situations prudently and ethically
- Ability to respond effectively to changing and sometimes ambiguous situations with sound and accurate judgment
- Ability to manage multiple projects and priorities to conclusion with accuracy and thoroughness
- Proficiency in databases, especially donor/membership/contacts management systems
- Proficiency with internet resources and social media for nonprofits with an emphasis on building strong and vibrant online communities

Duties/Responsibilities

- Primary responsibility for the development, implementation, and management of a program designed to generate major donor gifts for the organization
- Secondary responsibilities are to be knowledgeable of and support all of the responsibilities of the Director of Funds Development. This includes assistance as needed in the planning and implementation of special events, grant writing, and other donor programs
- Provide input to the Director of Funds Development and Executive Director for the development of annual and special budgets
- Provide analytical reports on funds development activities as required

Supervisory Responsibilities

- Assist the Director of Funds Development in the supervision of assigned staff and volunteers Directly supervises fund development staff.

Other Qualifications:

Must support and adhere to the moral teachings of the Catholic Church, i.e., must not teach, advocate, or in any way encourage beliefs or behaviors that are contrary to Catholic social doctrine.

Position requires ability to work irregular hours, including evenings and weekends as required. Candidate must possess a valid driver's license and successfully pass a criminal background check. Requires travel throughout the Diocese of Pensacola-Tallahassee.

Physical Demands - The physical demands described here 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear.

The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb, balance, and stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.