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**Department of Institutional Advancement**

**Assistant Director of Development**

The Assistant Director of Development will play a critical role in increasing donor support and acts as an ambassador for Catholic Charities Archdiocese of New Orleans across the community.  Responsibilities include: new donor identification, cultivation and stewardship of existing donors to increase overall retention and giving levels, and relationship management between donors and others on the board and staff who work with them in a prescribed donor category. The Assistant Director of Development will also be responsible for corporate giving/volunteer days and formalizing and growing the organization’s first planned giving program.

The Assistant Director of Development reports to the Director of Institutional Advancement, and will work closely and collaboratively with the President  & CEO as well as board members and other external stakeholders.

ESSENTIAL FUNCTIONS

Donor Relations Management

* Maintain a personal portfolio of major gift prospects (defined as those giving a gift of $1,000 – $9999 in support of CCANO), as well as those donors and prospects that have the capacity to give at the majors level or higher.
* Serve as the primary relationship manager for this portfolio of prospects, developing and implementing a written donor strategy and relationship record (using Raisers Edge) of all interactions.
* Communicate with portfolio through face to face cultivation, solicitation and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship.
* Develop solicitation strategies for donors / prospects in support of the organization’s annual fund, planned giving, and growth campaigns; ensure strategies are compatible and maximize opportunities with other existing campaigns and appeals.
* Will work with programs and the communications department to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with donors in their portfolio.
* Support the fundraising efforts of the Director of Institutional Advancement and President/CEO in securing new and renewed gifts.
* Work with the Data and Analytics Manager to screen and prepare profiles of current and prospective donors; establish and refine benchmarks for department research processes as needed.
* Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.
* Will perform other major donor activities as may be required
* Manage the design and implementation of donor recognition.
* Will create monthly reports as required by management that accurately reflect portfolio activity and performance.

Events

* Work with the Advancement department to strategize and help execute cultivation events for major donors and prospects.
* Be a visible presence at Advancement department special events, such as major donor cultivation events and fundraisers.

Volunteer Liaison

* Work collaboratively with Volunteer Services to insure that volunteer opportunities meet the needs and expectations of current and prospective donors, while serving the immediate needs of CCANO.
* Serve as primary point of contact for corporate groups interested in connecting with CCANO through volunteering and/or Day of Service activities.
* Collaborate with Volunteer Services to create feedback and improvement loop with all volunteer groups with a goal of ensuring positive experience, continued engagement, and moves management of volunteers toward making a financial commitment to CCANO where and when possible.

Planned Giving

* Working with the Director of Institutional Advancement, develop a strategy for outreach to and stewardship of planned giving prospects and donors.
* Collaborate to develop all print and web-based supporting materials for planned giving program.

Additional Functions

* Ability to qualify portfolio donors that represent the highest giving potential for the organization.
* Ability to create reasonable financial goals for each donor, which is based on the donor’s giving and the potential.
* Ability to create a personal contact and ask plan that takes into account the individual donor’s interest, motivations, giving patterns and ask preferences, for each donor on his or her portfolio, in a timely and cost-effective manner, and retains and upgrades donors.
* Ability to secure project and organization information and create and write effective offers, proposals and asks. Ability to secure information that can be sent back to donors to report on how their money was used.
* Ability to create timely reports that reflect portfolio performance.
* Ability to manage people, process, and deadlines while adhering to the policies and procedures of the organization and ability to get along with peers, subordinates and management and maintain a positive and constructive attitude while solving problems.
* Ability to protect the mission, goals and values of the organization.

POSITION REQUIREMENTS

* Bachelor’s Degree or equivalent experience plus a minimum of 3-5 years (direct or equivalent) experience managing donor relationships with demonstrated success in closing gifts of $5000 and above.
* Ability to conceive, plan, and execute a donor stewardship program with a high focus on year over year retention of donors.
* Excellent grasp of Raisers Edge database software or similar constituent relationship management systems.
* Willingness to be hands-on in a role that is demanding and requires a high level of energy and professionalism.
* High level proficiency with Microsoft Office, including Word and Excel, and a working knowledge of search functions for donor research purposes.
* Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of volunteers, co-workers and donors.
* Excellent organizational and project management skills and ability to prioritize workload in a timely manner to complete assignments with many deadlines and competing requirements.
* Ability to pass a criminal background check.

Qualified applicants should submit a cover letter and resume to Maria Pardo Huete, Director of Institutional Advancement, [mhuete@ccano.org](mailto:mhuete@ccano.org), no later than March 14, 2020.