

## Fund Development Officer

### About our Catholic Charities **Family**

We seek compassionate, talented individuals with a heart for helping others and making a positive impact on the lives of men, women, and children across our large region. People of faith helping people in need achieve self-sufficiency and live with dignity.

Join the team as a Development Officer. The Development Officer is responsible for securing donations and grant funding for the various programs of Catholic Charities. The Development Officer will work within the Fund Development team with the Vice President of Development, Director of Development and Foundation Relations, other development officers, communications and marketing team, and various program directors and staff. Duties include researching, cultivating, stewarding, and soliciting prospects/donors for major gift for programs, foundation and corporate grants, capital campaigns, and special event sponsorships. The Development Officer will also develop tailored, donor-centric proposal and reports, and assist in drafting, editing, and reviewing fundraising materials and other donor communications.

The successful candidate will be passionate about the mission of Catholic Charities, be outgoing, and enjoy introducing and connecting philanthropists to an organization that consistently delivers results for the people we serve.

### The **Expertise** We're Looking For

- You have a Bachelor's Degree from an Accredited University

### The **Skills and Assets** You Bring, and More

- You have 2 years' experience in fundraising, grant writing or other related work
- You have excellent verbal and written communication skills
- You are able to present yourself and information in a professional and engaging manner
- You are able to independently manage multiple projects and meet deadlines for tasks with competing deadlines in a fast paced environment
- You have excellent time management skills
- You are proficient in Microsoft Office Suite including Outlook, Word, Excel and PowerPoint
- You have the ability to utilize and maintain records in Raiser's Edge (preferred)
- You have a current state of Texas driver's license

### The **Value** You Deliver

You join Catholic Charities and help people in southeast Texas by providing caring, compassionate services and advocating for social justice in collaboration with parishes and communities.

### What you **Deliver**

**Individual Donor Fundraising:** You will identify prospects and cultivate gifts, donations and substantive contributions for Catholic Charities programs, campaigns and events. You will manage a portfolio of significant gift prospects and work closely with the Vice President of Development to create effective solicitation and stewardship strategies. You will plan and facilitate meetings with prospects and donors and compose funding requests, develop partnerships and ensure compliance with agency Finance processes and protocols.

**Foundation and Corporate Fundraising:** You will research and identify new foundation grant and corporate sponsorship opportunities for programs and general operations. You will also develop tailored, donor-centric proposals and reports that provide appropriate levels of detail with regard to program outputs and outcomes and the requirements that govern service delivery.

**Develop, Plan and Execute:** You will be a key part of our donor events such as appreciation dinners, kick off parties and blessings and dedications.

### How Your Work Impacts our **Organization**

The work you do will help us advocate for the vulnerable among us, a network of support services to people of all ages and from all walks of life and religious backgrounds.

Salary for this role ranges between \$48,000 – \$59,000

Interested applicants can apply by going to [Catholiccharities.org](http://Catholiccharities.org) and selecting “Development Officer” under the Careers Option;

Or by using the following link to apply directly:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=33676&clientkey=C184945087565AE7BAA81D76126F1823>