Development and Donor Services Specialist

Reports to: Director of Finance and Administration
Status & Location: part-time, 32 hours/week, remote/on-site hybrid

POSITION DESCRIPTION SUMMARY: The Catholic Foundation seeks a part-time Development and Donor Services Specialist to serve as a key member of the Foundation’s leadership team. Supervised by the Director of Finance and Administration, the Development and Donor Services Specialist works collaboratively with the Foundation team to inspire community giving through the development and implementation of strategies to achieve asset growth of current funds and endowment goals.

This position requires development database experience, excellent written and oral communications skills, familiarity with nonprofit financials and an outlook that draws in and inspires others to support the Catholic Foundation’s mission goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Fund Development, Administration and Database - 45%
- Develop Foundation’s current fundholder base to increase assets under management.
- Participate in team meetings, and serve as a fundraising resource to donors, board and partners.
- Provide thought leadership for increased growth, opportunities for innovation, and efforts to increase annual giving, improve diversity among donors and diversification of gifts.
- Oversee and improve database management including data reports and analysis to guide strategic fundraising decisions; ensure the team members are using the database to manage donor relationships in an accurate, timely and thorough manner.
- Run reports from databases as needed for advancement and fund development efforts.
- Provide financial support and coordinate with the Director of Finance and Administration for monthly reconciliations and assist with data collection and financial reporting, as necessary.

Contribution Recognition, Distributions and Granting - 35%
- Provide high quality donor relationship management and engagement for current and new supporters.
- Receive and enter front-end processing of donations, including posting of deposit into the Foundation’s donor management software.
- Create contribution recognition and proactive donor correspondence.
- Process grants distributions for donor advised fund requests, endowment distributions, including the necessary due diligence, fund holder communication and check printing.
- Record all donor agreement details to keep accurate, up-to-date files.

Advancement, Fundraising and Events - 20%
- Maintain a portfolio of fund holders including individuals and nonprofit partners.
- Oversee the Foundation’s work to organize and execute special events that enhance and cultivate relationships with current and prospective major donors and fund holders.
- Identify and cultivate sponsorship opportunities for foundation events.

Institutional Leadership
- Maintain strong working relationships with Foundation colleagues, donors, pastors, board members, grantees, and organizations within the Catholic philanthropic field.
- Coordinate and attend the Foundation’s Marketing and Development Committee while providing staff support to other committees of the Board of Directors as needed.
- Perform other duties as assigned from time to time.
COMPETENCIES/SKILLS

✓ Excellent interpersonal and written communication skills and problem-solving abilities. Highly motivated with the ability to work independently while participating as an effective team member.
✓ Extensive experience with MS Office including Excel; experience with nonprofit and/or foundation software such as Foundant, Financial Edge, FIMS and/or related financial and donor database software.
✓ Proven ability to prioritize and multi-task while exercising good judgment, maintaining a high level of customer service and value-based integrity among Foundation stakeholders.
✓ Aptitude and enthusiasm necessary to work in a new initiative, including a positive sense of humor and a solution-oriented attitude. Works well under pressure to meet deadlines
✓ Membership in the Catholic community may be beneficial but not required.

Qualifications

✓ At least 3-5 years of relevant experience, preferably in nonprofit and/or foundation environments, with a proven record of accomplishment in advancement, fiscal management, and operational oversight.
✓ Demonstrated success in leading and growing a development function and attracting 6- and 7-figure gifts.
✓ A record of measurable results in organizing and implementing such activities as: major gifts, annual funds, sponsorship, corporate and foundation giving, and planned giving.
✓ Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including the Board of Directors, donors, colleagues and service recipients.

Benefits and Compensation

✓ Competitive salary depending on qualifications and recent program direction experience
✓ Generous paid time off: vacation leave, personal days, sick leave
✓ Remote/hybrid work model.

HOW TO APPLY:

Please submit a cover letter, resume, references and salary expectations to HR@CatholicFoundationMichigan.org. Applications desired prior to September 15th. Applications will be accepted until the position is filled.

The qualifications and experiences listed are intended as a guide; we do not expect candidates to check every box. If you believe you can meet the expectations and responsibilities of this position, we want to get to know you and the unique strengths you could bring to the position.

The Catholic Foundation of Michigan is proud to be an equal opportunity employer. Employment decisions at the Catholic Foundation of Michigan will be based on merit, qualifications and abilities without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.