



**Job Title:** Development Manager or Consultant

**Responsible to:** Executive Director

**General Function:** Help envision and lead development strategies during a time of organizational transition and discernment.

**Specific Duties:**

Systems and Strategies

- Collaborate with the Executive Director to implement cultivation and solicitation strategies, messages, and systems to facilitate development efforts.
- Create and execute, with help from the Executive Director, a foundation grants strategy. Write grant applications and coordinate reporting. Assist Executive Director with relationship cultivation with foundation staff and others.
- Assist Executive Director with AmeriCorps grant strategy and execution.
- Participate on the Development Committee of the Board of Directors and, with the Executive Director, assist in Board fundraising efforts.
- Help CVN understand and pursue opportunities allowing its mission and programming to be increasingly informed by a commitment to social justice, racial justice, and equity.

Donor Relations & Solicitations

- Manage and coordinate CVN's direct mail appeals and related solicitations, including promotional mailings of the RESPONSE directory of faith-based service opportunities.
- Coordinate CVN's listing with the national and state branches of the Combined Federal Campaign (CFC), including the annual application, advertising, and follow up with donors.
- Coordinate annual Mission Appeals process, including initial filing and follow-up to secure invitations. Equip other staff to schedule speakers.
- Produce CVN's annual report and similar materials.
- Manage effective donor communications, including data entry and gift acknowledgements. Reconcile monthly donation record with accountant's income report.

Organizational Support

- Support the Executive Director and other staff with communication efforts that engage donors, partners, and CVN members and former volunteers.
- Lead efforts to secure sponsorships and other support for CVN's annual national conference.

- Manage CVN's database and help staff to maximize opportunities to enhance recruitment, fundraising, and partnership efforts.
- Assist staff with articulating the benefits of connection/partnership with CVN. Devise and help communicate monetary values of such relationships.

**Requirements:**

- Bachelor's degree or related experience. Several years of professional experience in development work.
- Demonstrated success in managing fundraising efforts and grant writing.
- Excellent communication skills, both written and oral. Oral and written Spanish language skills are a plus.
- Understanding of foundations (Catholic and secular) that are relevant for CVN's mission. Understanding of trends in philanthropy. Ability to offer a vision for expanding CVN's grant efforts and beginning new relationships with foundation staff.
- Strong technology skills. Database management experience. Familiarity with WordPress and Adobe Creative Suite is a plus.
- Creative and excited about helping support new strategies and systems. Able to learn about organizational needs and industry trends and incorporate that knowledge into organizational infrastructure and systems.
- Highly organized.
- Collaborative and team oriented.
- Experience with faith-based organizations, ecumenical approaches to service, efforts to deepen commitments to diversity, equity and justice, and/or volunteer programs helpful.
- Flexible, able to work remotely, and able to adjust to changing environments.

*This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization. Additionally, the job description and employment status (regular or consultant) will be refined in collaboration with the successful candidate.*

*As part of Catholic Volunteer Network's commitment to recruiting and retaining a just and representative work and volunteer force, we encourage people of color and individuals with disabilities to apply. Catholic Volunteer Network is an equal opportunity employer. It is our policy that employees and volunteers should be able to enjoy an environment free from all forms of unlawful discrimination. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment or volunteer work will be made without unlawful discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, or any other factor that the law protects from employment discrimination.*