Development Coordinator, Parish Partnerships

Position Guide

Catholic Extension

Building Faith | Inspiring Hope | Igniting Change

DeVine Consulting

Fundraising Counsel | Executive Search

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Catholic Extension

Founded in 1905, Catholic Extension is the leading supporter of Catholic missions in the United States. Catholic Extension serves the pastoral mission of the Church by ensuring that the essential ministries of under-resourced and isolated U.S. dioceses remain intact by helping these dioceses build their capacity for the future. This is achieved by operating as both a fundraising and grant making organization that carries its work out strategically, with a high touch and in a spirit of optimism and innovation.

Over the last 116 years, Catholic Extension has distributed more than $1.3 billion to build strong communities of faith, so that Catholics in these areas have the tools to inspire hope and ignite change. Activities and programs supported include southern border initiatives, post-hurricane rebuilding in Puerto Rico, support for college campus ministry and youth outreach, construction and renovation of churches and facilities, and funding for the education of lay and ordained leaders.

To support this mission work, the organization raises $20 - 25 million from 30,000 donors via a mature development program that includes annual, major, and planned giving. Catholic Extension has a full-time staff of 50 employees based at its headquarters in Chicago or in one of its regional offices. Its staff is comprised of talented and experienced professionals working in a dynamic, fast-paced work environment and team-focused culture.

Catholic Extension uniquely contributes to the growth and vibrancy of the Church in the United States by strategically investing in poor mission dioceses to unleash the power of faith that transforms hearts, lives, and society. The Parish Partnership Program directly supports Extension Dioceses.
Development Coordinator, Parish Partnerships

The Parish Partnership Program is a highly successful program that reaches out to parishes across the country to become involved in Catholic Extension’s mission work and, in doing so, raises more than $1 million annually. The new coordinator will join an existing team to bring additional talent and capacity to serve this rapidly evolving market. The individual will report to the Director of Development, Parish Partnerships.

The coordinator’s role is to assist the director to identify, cultivate, secure and steward key contacts at parishes and organizations to support group giving projects at a major gift level ($10,000+) benefiting a Catholic Extension mission. The coordinator will assist the director in responding to parish/organization/school partners’ interest areas to identify and help to coordinate relevant mission immersion experiences that will deepen their relationship with Catholic Extension.

Specific responsibilities will include:

- Under the direction of the director, cultivate relationships with parish leaders to encourage year-round parish fundraising and serve as the liaison to parishes engaged in projects for the Catholic Extension Mission department.

- In collaboration with the Mission department, assist in coordinating group immersion experiences for a few key representatives from each donor group to identify the project or projects to present to the parish as their giving project.

- Over time, systemize how projects are presented and selected to support increasing numbers of parish partners.

- Assist the director to solicit or facilitate solicitation by a senior member of the Catholic Extension team.

- Develop collateral materials with input from Catholic Extension’s marketing and content experts to ensure that parishes and organizations have the tools they need to successfully raise funds.

- If individual donors are identified as having high capacity giving potential and they have expressed interest or inclination, provide for a seamless introduction to a Director of Development, Major Gifts.

- Record all relevant donor contact and activity in the fundraising database. Aim for precision and timely entry to support internal reporting and data integrity.

- Be a role model for integrity, fiscal responsibility, and ethical behavior in a way that embodies Catholic Extension values.
Qualifications

Catholic Extension seeks a professional with a minimum of two years’ professional experience, preferably one in development. The Development Coordinator should be proficient in philanthropic relationship management, in communicating with external audiences and in donor relations. We view this position as an entry into the major gifts professional track, if so desired. Professional and personal attributes of sought-after candidates include:

- Solid energy and drive
- Outstanding interpersonal skills
- Strong communication skills including written and verbal
- Excellent organizational competencies
- Customer service oriented
- Curious and creative
- Detailed and action-oriented
- Ability to travel domestically 25% of the time
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Development and donor data base experience
- Strong familiarity with the mission and teachings of the Catholic Church, as well as Church dynamics
- Preferred candidates will be experienced in or able to adapt to the Catholic fundraising market although previous faith based fundraising experience is not required

“People come together in faith in moments of crisis to strengthen one another and to realize that they are not alone.”

--Fr. Jack Wall, President of Catholic Extension
To Apply

To apply, please send your resume and cover letter to 2021.catholicextension.devine@gmail.com. Further inquiries or questions? Please call our recruiting partner at DeVine Consulting – Margie DeVine at 773-892-2993.

Catholic Extension is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.

We offer a competitive salary and comprehensive benefits package to include medical, dental, vision, flexible spending, life insurance, disability insurance, 403b, paid vacation, paid company holidays, commuter assistance, professional development opportunities, mentoring and more!

Catholic Extension is located at 150 S. Wacker Drive, 20th floor, Chicago, IL. For more information about the organization, please visit: www.catholicextension.org.

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