

# Senior Director, Institutional Giving - Catholic Charities USA

Location: Washington, DC



## REPORTS TO

Chief Development Officer

## POSITION DESCRIPTION

The Sr. Director, Institutional Giving is responsible for identifying and securing new sources of funding from Corporations, Foundations and Investors that will result in significant financial gifts to advance the ministry of Catholic Charities USA. This individual will work to ensure that corporate and foundational giving is a vibrant component of an overall comprehensive fundraising strategy that supports the identified initiatives of the 2017 -2022 Strategic Plan.

## PRIMARY RESPONSIBILITIES

- Working with the Chief Development Officer, develop and implement a plan for a strong and sustainable corporate and foundation giving program and vehicles for impact investing.
- Identify and engage institutional funders and make requests for significant gifts and grants from them.
- Actively oversee the necessary research to cultivate prospective funding partners.
- Manage process of preparation of grant proposals and reports.
- Work with Strategic Priority Leads to develop plans to promote CCUSA's strategic initiatives for corporate, foundation and other investment engagement.
- Provide monthly reports on the results for the corporate and foundation giving program.
- Prepare monthly updates regarding the strategies for the continued growth of the corporate and foundation giving program, as well community development investment opportunities.
- Manage relationships with corporate and foundation donors.
- Create systems ensuring compliance with all relevant regulations and laws; with emphasis on code of ethical principles and standards of professional conduct.

- Ensure timely correspondence and proper acknowledgment of all institutional level gifts.
- Oversee preparation of reports and compliance for specific programs and projects funded.
- Responsible for procuring corporate underwriting of the Annual Gathering.
- Assures all contact with funders and prospective partners is properly and accurately recorded in CCUSA's database.
- Exercises significant leadership in CCUSA's mission to Reduce Poverty in America while promoting our Catholic Identity

## **MANAGEMENT RESPONSIBILITIES**

- Ensure highest performance of assigned support staff in relation to the specific goals and objectives, conducting regular performance appraisals.
- Motivate and communicate effectively with staff from Program Services.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Strong knowledge of and commitment to CCUSA's mission, vision and values.
- Team player with high energy and passion for the ministry.
- Ability to meet deadlines and multi-task in a fast pace environment.
- Strong project management skills.
- High level personal and professional integrity and trustworthiness.
- Strong work ethic, take initiative and requires minimal direction.
- Exceptional skills in working with corporate leadership.
- Legal and ethical requirements for donor designated funding.
- Record-keeping and compliance reporting for foundation grants.
- Proficient in Microsoft Office, including Word, Excel and PowerPoint.
- Excellent research and analytical skills.
- Exceptional communication skills making presentations.
- Writing compelling proposals with strong cases for support.
- Maintain confidentiality and discretion in business matters pertaining to donors.

## **EDUCATION & EXPERIENCE**

- Bachelor's degree. Master's degree preferred.
- Strong history in securing large grants from private foundations.
- Experience working with corporations, in securing large gifts and event sponsorships.
- 10+ years' experience in development as a major gifts officer; with a proven track record.
- Relational database experience, Black Baud Raiser's Edge preferred.

## **WORK ENVIRONMENT**

- This position may require extended periods of standing, sitting, as well as some repetitive movements.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the key components and primary responsibilities.

## **APPLICATION PROCESS**

Please submit your resume and cover letter to [hr@catholiccharitiesusa.org](mailto:hr@catholiccharitiesusa.org).

Catholic Charities USA (CCUSA) provides Equal Employment Opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex or gender, military service or veteran status, sexual orientation, gender identity, national origin, ancestry, pregnancy, age, disability or marital status in accordance with applicable federal, state and local laws. CCUSA complies with applicable federal, state and local laws governing nondiscrimination in employment.