



## **Organizational Overview**

In 1912, the Roman Catholic Diocese of Calgary was established to support the Catholic community in Southern Alberta with a total of 67 Parishes. It is currently led by Bishop William T. McGrattan. The Catholic Pastoral Centre (CPC) supports the Bishop and Parishes in both their ministry and other areas of business. Our vision is “forming missionary disciples in building the Kingdom of God.”

The office of Development works closely with programs and ministries to fulfill their financial needs. It also support parishes in fundraising for capital projects. The CPC fundraising efforts focus on three priorities:

- CPC Ministries and Programs
- Parish Capital Campaigns
- Diocesan campaigns

## **The Role**

Reporting to the Director of Finance & Administration, the Development Manager will oversee the full fundraising cycle including building relationships with major gifts prospects and donors and in so developing and executing strategic plans for different revenue streams.

## **Main Key Responsibilities**

### Fundraising Strategy and Activity (60%)

- Responsible for the cultivation, development and retention of current and potential Donors
- Create and execute strategies for major gifts donors identification, cultivation, and solicitation
- Development and implementation of strategic plans for each level of funding stream
- Manage the annual appeal in Parishes and planed giving program

### Leadership (20%)

- Provide education and consultation with fundraising and capital campaigns in parishes
- Ensure that all fund development activities are carried out in keeping with the teachings and mission of the Catholic Church
- Implement a Donor stewardship plan

### Relationship Management (15%)

- Collaborate with Communications office in planning, designing and implementing a comprehensive and integrated marketing plan for all development activities
- Collaborate with Diocesan Finance Office to produce and provide regular accountability / financial reports related to development operations
- Participate in regular fundraising strategy meetings with the Parishes

### Administration (5%)

- Manage the day-to-day operation of the development office including human and financial resources and align development goals with Diocesan goals
- Attend fundraising training and conferences

### Experience, Qualification and Education

- Equivalent to completion of a university (Bachelor) program
- CFRE or Professional fundraising designation is desirable
- At least 5 years of experience in fundraising, and/or in a revenue generating environment
- Proven ability to lead in a faith-based organization that focuses on growing existing and new programs
- Exceptional interpersonal skills
- Strong track record of building relationships with Donors and mentoring the Development team.

### Why work for the Diocese

At the Diocese of Calgary, we recognize that people bring different skills and experiences into the workplace. We cultivate an environment of authenticity, joy and service creating a workplace where everyone is appreciated. The Diocese offers a competitive compensation package including health and dental benefits, voluntary RRSP program, paid vacation and personal days.

### Additional Information

For additional information please visit [www.calgarydiocese.ca](http://www.calgarydiocese.ca)

To apply, please forward

- Resume and cover letter to Human Resources at [careers@calgarydiocese.ca](mailto:careers@calgarydiocese.ca) indicating **Development Manager** in the subject line
- Three (3) professional references (will only be contacted if you are selected as our final candidate)

In support of our Strengthening Our Parish Communities program, this position will be required to obtain or complete the following:

- Vulnerable Sector Police Information Check (VSPIC)
- Praesidium Sexual Abuse Prevention online training modules
- Sign an Agreement to adhere to the Diocese Model Code of Conduct

The position will remain open until suitable candidate has been selected. Only those who are selected for an interview will be contacted.