



DEVELOPMENT ASSOCIATE

Job Title: Development Associate, Catholic Education Endowment Foundation (CEEF)

Opening Date: 7/10/2017

Location Name: Pastoral Center

City: Portland

State: OR

Zip: 97214

Job Number:

Job Category:

Position FTE: Full Time

Term of Service:

Position Summary:

Through education and the building of relationships, the Office of Stewardship & Development secures resources to advance the mission of the Catholic Church in western Oregon. The Development Associate for CEEF leads fundraising efforts for deserving children to attend any Catholic school within the Archdiocese of Portland. These efforts include programs for major gifts, annual fund, planned giving, special events, and special campaigns. The Development Associate reports to the Director of Development and Stewardship of the Archdiocese of Portland and works closely with the Board of Directors of the Catholic Education Endowment Foundation (CEEF) in all development and fundraising endeavors.

Core Duties:

- Interact effectively with a broad range of constituents, providing strong support for pastors and principals and inspiring lay leaders and donors to take action to ensure the legacy of Catholic education.
- Collaborate with board members, Archdiocesan leadership, pastors, principals, and staff to develop gift ideas and strategies and to foster relationships that will raise monies for tuition aid and other needs at the Catholic schools.
- Establish ongoing relationships with alumni and donors to connect their interests with the priorities of parishes and schools.



- Give presentations of the history, achievements and future direction of Catholic education.
- Assist in the planning and implementation of programs and events that recognize donor generosity and highlight the goals of Catholic Schools in western Oregon.
- Enhance interaction with individual alumni through personal visits, phone calls and meaningful contacts.
- Identify, recruit, and train volunteers, and maintain frequent contact with them through meetings, visits, telephone calls, and social media.
- Stay informed on current Archdiocesan initiatives and activities and incorporate them into outreach and donor engagement efforts as applicable.
- Prepare an annual comprehensive plan that describes the mission of CEEF, as well as goals and objectives for annual and planned giving, as well as major gifts.
- Prepare and submit grant proposals to foundations.
- Monitor fundraising activity; analyze and report overall results. Develop database reports to enhance the development effort by providing accurate data and analysis.

Minimum Requirements:

- Bachelor's degree, Master's or terminal degree preferred. Six to eight years of relevant experience or combination of education and relevant experience.
- A passion for education and the ability to advance Catholic academic values.
- Proven track record in fundraising for Catholic education or other Catholic ministry.
- Strong experience in analyzing and interpreting data to drive strategies and the ability to conceptualize, develop, implement and assess strategic development activities.
- Proven skills in managing a number of competing priorities and complex issues creatively and effectively. This may include long-range strategic fundraising, donor development and volunteer engagement.
- Skilled at articulating compelling cases for major gifts, planned giving, and annual discretionary support.



ARCHDIOCESE OF PORTLAND

IN OREGON

Human Resources

- Demonstrated ability to motivate and engage through highly effective presentations and communication.
- A clear and confident communication style that shows spirit, enthusiasm and integrity.
- Demonstrated ability to work effectively with diverse constituencies and develop long-term relationships that enhance overall development goals.
- Strong interpersonal skills and the proven ability to collaborate and build high performing teams to achieve results.
- Ability to meet deadlines and function effectively in a complex organizational environment demanding a high energy level, discretion, and flexibility.
- Experience leading a campaign highly desirable.
- Advanced Raiser's Edge experience preferred.

Please send resume and cover letter to hr@archdpdx.org to apply.