



## Diocesan Development Director

### **Overall Responsibility:**

The Diocesan Development Director will foster a Stewardship way of life; and build, direct and coordinate the fund-development programs of the Diocese of Honolulu by ensuring that the proper planning, communications and fund-raising activities are implemented.

**Reports to: Diocesan Finance Officer**

**Classification: Exempt**

### **Position Summary**

#### Leadership & Planning

- Recommends to the Bishop a short-term and long-term comprehensive development plan that achieves the mission of the development program, the giving philosophy of the Diocese of Honolulu, goals and objectives for major gifts, annual, capital and planned giving programs
- Seeks advice and counsel from the Diocesan Development Commission to continually assess, plan, implement and evaluate fund-development programs
- Prepares and engages the Bishop, diocesan departments, clergy and lay volunteers for fund-raising campaigns
- Serves as consultant to all parishes of the diocese that request advice and counsel with respect to fund-raising

#### Research, Cultivation and Solicitation

- Personally participates in top-level fundraising activities with significant donors including working closely with the Bishop in connecting him to major gift prospects, scheduling major donor appointments and coordinating special events
- Develops and submits proposals for grant requests from private foundations and corporations
- Researches best practices through professional organizations development activities of other successful dioceses

#### Communication

- Develops and implements a comprehensive communication plan for each campaign to recognize philanthropy, assure accountability to supporters and cultivate deeper ties with donors
- Directs the preparation of regular progress reports in areas of major gifts, annual giving and planned giving to report to the Bishop, parishes and other appropriate parties

Operations

- Manages the development function by establishing policies, systems and procedures
- Knows and remains current on tax laws and IRS rulings which affect charitable giving
- Prepares and administers department budget
- Serves as staff liaison to the Hawaii Catholic Community Foundation

**Minimum Qualifications**

- Active member of the Roman Catholic Church preferred
- Bachelor’s degree in related field
- Minimum 7 years of experience in fund-raising and development
- Has a successful track record of fund-raising, capital campaigns and planned giving
- Intermediate knowledge of Microsoft Office programs

**Other Job Requirements**

Physical requirements

- *Bending, stooping, reaching, twisting, lifting, pushing, pulling and moving items.*

Scheduling requirements

- *Entails periodic evening and weekend work.*

Travel requirements

- *Requires valid driver’s license and mode of transportation. Some overnight travel.*

I acknowledge that I have read the job description and requirements for the Diocesan Development Director and I certify that I can perform these functions.

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Applicant Signature

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Date

Rev. 6-1-23