

**The Basilica of Saint Mary
Position Description**

Title: Development Officer	Date: October 24, 2022
Reports to: Development Director	Status: Exempt
Department: Development	Full Time: 40 hours/week 12 months/year

(Some nights and weekends required)

Purpose of Position:

Support the vision, mission, and values of The Basilica of Saint Mary and The Basilica Landmark by managing a portfolio of donors and prospects. Secure annual, major, and planned gifts for The Basilica and The Basilica Landmark.

Scope of Position:

Reports to the Director of Development. Performs and manages campaign calls and other fundraising initiatives for The Basilica of Saint Mary, Saint Vincent de Paul and The Basilica Landmark. Daily and regular communication with prospects and donors.

Position Qualifications:

As a Traditional Church with a Modern Message, a high level of comfort with the mission of The Basilica of Saint Mary and The Basilica Landmark Fund is vital. Must have a demonstrated commitment to working in a collaborative, faith-based environment.

Required

- Bachelor's degree plus at least five years experience in planned/major gift solicitation or equivalent
- Proven effectiveness in prospect identification, cultivation, and solicitation
- Outstanding written and oral communication skills
- Demonstrated knowledge of the solicitation, transfer, and management of charitable gifts
- Demonstrated knowledge of the ethical, legal and tax-related issues regarding the solicitation, transfer, and management of charitable gifts

Preferred

- Knowledge of Blackbaud Raiser's Edge 7 and RENXT

Primary Job Responsibilities

Manage a dynamic portfolio of donors and prospects. Identify, cultivate, solicit and close major and planned gifts for the growth of The Basilica of Saint Mary and The Basilica Landmark.

- Maintain a full schedule of personal meetings with donors and prospects
- Manage a portfolio of 125-150 major gift prospects
- Match donor philanthropic goals with institutional needs
- Identify planned giving prospects and strategize for long-term engagement
- Meet weekly with the Director of Development and provide a summary of donor initiatives

- Enter contact reports into RE7 / RENXT within 48 hours of all appointments
- Work with development staff to evaluate and prioritize donor prospects
- Conduct on-going cultivation and stewardship practices to recognize donors and donor prospects
- Use Blackbaud Raiser's Edge / RENXT to maintain contact and gift records for all prospects and major gift donors/prospects
- Attend and assist with cultivation and fundraising events (some nights and weekends required)

Secondary Job Responsibilities

Maintain gift administration policies and reports and coordinate with Director of Development, Advancement & Research Coordinator, Finance Director and support staff.

- Stay informed on legislative and tax changes affecting major and planned.

Basilica of Saint Mary – Staff Responsibilities

- Participate in development meetings and regular major gift meetings
- Attend all-staff meetings

MENTAL DEMANDS

Possesses good people and listening skills

Ability to prioritize work with minimal supervision.

Able and willing to follow instructions

Able to work independently and to accomplish tasks within appropriate deadlines

Ability to maintain confidentiality

Work well with others and maintain a positive and helpful attitude, and in times of high intensity.

PHYSICAL DEMANDS

Must have a valid drivers license and access to a motor vehicle

Able to walk up and down stairs

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listing of the duties and tasks are outlined in supplemental documents.

***Designation of Essential Functions**

Employment in and by the Church is substantially different from secular employment.

Church employees/volunteers must conduct themselves in a manner, which is consistent with and supportive of the mission and purpose of the Church. This position **does not** require that the employee/volunteer be a Catholic. However, as a parish community rooted in the teachings of the Catholic Church, employees/volunteers are expected to be knowledgeable of core tenets and respectful of the mission, purpose and teachings of the Catholic faith.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job

description will change.

Signature of Employee _____ Date _____

Supervisor: I have reviewed this job description and agree that it is an accurate representation of responsibilities performed in this job.

Signature of Supervisor _____ Date _____