



Diocese of Toledo
Annual Catholic Appeal (ACA) Manager
(Fundraising and Development Manager)
Posted January 20, 2021

The Diocese of Toledo is searching for an Annual Catholic Appeal (ACA) Manager to join our Mission Advancement Office. The Annual Catholic Appeal (ACA) is the annual appeal to the faithful in the Diocese of Toledo to fund diocesan programs and ministries. The ACA Manager reports to the Mission Advancement Officer and coordinates and oversees the ACA process as well as supports the development and implementation of the overall Major Gifts program and Capital Fund Development for the Diocese of Toledo.

Primary responsibilities include:

Annual Catholic Appeal

- Plan, organize, and manage the Annual Catholic Appeal (ACA).
- Responsible for regular and on-going communication with pastors and parish leaders for the promotion of the ACA. Support pastors/parishes to achieve and exceed ACA goals.
- Assist the Mission Advancement Officer by writing and maintaining policies and procedures for the implementation and enhancement of the ACA.
- Responsible for gift processing, ACA donor management and management of the ACA expense budget.

Major Gifts and Donors

- Responsible for supporting and promoting a comprehensive Major Gifts program, which includes planned giving.
- Identify major contributors to the ACA and other funding efforts, and support the Mission Advancement Officer in relationship cultivation.

Capital Fund Development

- Support Diocesan capital fund development through planning, research, grant writing, and donor solicitation.
- Provide support and/or consultation for parish capital campaigns.

Candidates for the position must possess:

- Minimum of a Bachelor's degree in business/management, marketing, communications, non-profit management or related field.
- At least three (3) years of experience in fundraising and major gift development with demonstrated success in establishing and maintaining annual fund programs, including ability to produce creative annual appeal strategies.
- Demonstrated computer knowledge and skills, especially fund development software, with experience with Parish Soft and Blackbaud Raiser's Edge strongly preferred.
- Must be able to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith, with the demonstrated ability to articulate the philosophy and objectives of the Catholic Diocese of Toledo
- Pursues this ministry with energy, drive and a need to produce results. Must be flexible, self-confident, assertive and persuasive. Available for evening meetings and travel within the 19 counties of the Diocese of Toledo.

Qualified candidates please submit cover letter, resume and salary expectations to: Meghan Reed, Director of Human Resources, humanresources@toledodiocese.org.