

Position Description



Position: Annual Catholic Appeal (ACA) Manager **FLSA:** Exempt
Reports to: Mission Advancement Officer (MAO) **Grade:** MKT
Effective Date: 07/01/2019

General Summary:

Coordinates and oversees ACA process as well as supports the development and implementation of the overall Major Gifts program for the Diocese of Toledo.

Duties and Responsibilities:

- ACA: plan, organize and manage the ACA. Communicating and seeking approval from the Mission Advancement Officer and Bishop.
- Responsible for supporting and promoting a comprehensive Major Gifts program for the Diocese of Toledo which includes planned giving.
- Support Mission Advancement Officer, COO/FO, and Bishop in setting annual ACA goals, and support pastors/parishes to achieve and exceed the goals.
- Major donors: identify major contributors to the ACA and other funding efforts and provide to MAO for strategic development of relationship cultivation.
- Support Mission Advancement Officer in writing policies and procedures for the enhancement/implementation of ACA.
- 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.
- Responsible for regular and on-going communication with pastors and parish leaders for the promotion of the ACA.
- Serves on the board of the Northwest Ohio Children's Scholarship Fund. In this role works in conjunction with the position of the Scholarship Coordinator and keep the Sr. Director of Catholic Education of schools informed of the implementation of the scholarship program.
- Responsible for management of the ACA expense budget.
- Performs other duties related to the position as assigned by the supervisor.
- Supports the needs of Management Corporation, Catholic Investment Trust, Parishes, Schools, and other diocesan entities with endowment forms and account documents as necessary.

Knowledge, Skills and Abilities Required:

- Demonstrated success in annual fund programs with demonstrated success in growing annual appeals.
- Demonstrated ability to articulate the philosophy and objectives of the Catholic Diocese of Toledo
- Baccalaureate degree in appropriate field, advanced degree preferred
- Demonstrated computer knowledge and skills, especially fund development software (Parish Soft and Raisers Edge a plus)
- Above average communication skills including verbal, written and listening
- Above average interpersonal relations skills
- Ability to make decisions and be objective
- Maintains a high level of confidentiality
- Available for evening meetings
- Available to travel within the diocese 19 county area
- Demonstrated ability to produce creative annual appeal strategies
- Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

Accountability:

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Position may require some evening and weekend hours.

Receipt and Acknowledgement

I acknowledge that I have been given a copy of this position description. I have read it and understand it. I am responsible for complying with all position duties, requirements and responsibilities contained herein, and any subsequent revisions.

This position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

I understand and agree that the position description is presented as a matter of information only, and is not to be construed as a contract between the Diocese of Toledo and its employees.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date

Senior Director Signature

Date

Approved by Director of Human Resources

Date

All new or revised position descriptions must be approved by the Director of Human Resources