

**ASSOCIATE DIRECTOR OF ANNUAL GIVING
THE CATHOLIC FOUNDATION OF CENTRAL FLORIDA, INC. ORLANDO,
FLORIDA**

Closing Date: Until Filled

FT/PT: Full-time

Minimum Salary: Commensurate with experience

Brief Description of Job/Qualifications: Works with Director of Annual Giving on the creation and distribution of all collateral and marketing materials, production and distribution of print and A/V materials, web-site updates as well as the organization of meetings, trainings and recognition events for all annual giving efforts. Works closely with the Director of Annual Giving to: analyze giving patterns to acquire, retain and upgrade donors as well as solicit, acknowledge and collect gifts, annually. Fosters appropriate and ongoing communication with donors, pastors and other key diocesan lay and clergy leaders. Coordinates fundraising activities with other Directors under the guidance of the Chief Administrative Officer

OFFERTORY ENHANCEMENT PROGRAM: Works directly with our 3rd party vendor to execute the 14 to 18 week initiative with approximately 25-30 parishes each Fall. Works with Director of Annual Giving and 3rd party vendor to prepare all collateral materials. Organizes and assists in facilitating campaign volunteer training meetings. Serves as point person for all matters in donor and pastor relations as it pertains to the program

ANNUAL APPEAL: Works with director of Annual Giving to prepare all collateral materials. Organizes and assists in facilitating campaign volunteer training meetings and gratitude efforts. Helps execute a 12-month communication/cultivation plan for pastors and donors.

Minimum Qualifications: Must possess 5 years of comparable experience, Bachelor's degree preferred, Computer literate with experience in a Windows. Proficiency with Microsoft Office required. Relational database experience preferred, Ability to work with diverse groups of people in an atmosphere of collaboration and service, Excellent written and oral communication skills, Possess demonstrated ability to work in a church-related as well as service-oriented environment

Send resume and letter of interest to:

Ms. Amy Edmonds
Human Resources Generalist
Diocese of Orlando
P.O. Box 1800
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Phone Number: no phone calls please

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