

## Development Officer

### **How to Apply:**

Turn your passion for helping others into a meaningful career with CCC. Apply now at <https://www.cccofva.org/getinvolved/careers>. Commonwealth Catholic Charities is an equal opportunity employer and a drug free workplace.

### **Employment Salary**

44274.88—55343.00Salary

### **Hours**

37.50 a week, full time

### **Position**

Development Officer

### **Organization**

Commonwealth Catholic Charities

### **Job Location**

This position is based out of our Newport News, VA

### **About CCC:**

Since 1923, Commonwealth Catholic Charities (CCC) has provided life-changing human services to vulnerable individuals and families throughout the Commonwealth of Virginia. CCC offers quality and compassionate human services to all people, especially the most vulnerable, regardless of faith. We are passionate about the work we do in our communities, providing 31 critical services at 11 locations throughout Virginia.

**SUMMARY:** This position is responsible for increasing philanthropic support among individual, corporate, and community donors for the programs and services of Commonwealth Catholic Charities. The role focuses on securing financial contributions, volunteer engagement, and in-kind donations within the assigned territory. As an external-facing role, this position requires regular in-person communication with existing and prospective donors and community partners.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage a portfolio of individual, corporate, and faith/community donors to achieve annual fundraising goals.
- Cultivate, solicit, and steward donors through personalized engagement, meetings, and written communications. Promptly and thoroughly input all donor interactions, gifts, and pledges in the donor database.
- Collaborates with Director of Fund Development and Fundraising Manager to identify and cultivate new regional grant opportunities to help support programmatic and local operating funding needs.

- Support the development and execution of fundraising strategies to grow philanthropic support within assigned territory.
- Meet annual fundraising goals set at the beginning of the fiscal year by the Director of Fund Development
- Manages CCC fund and friend-raising events within the assigned territory, including:
  - Securing sponsorship & ticket revenue to meet annual fund development events goal
  - Organizing quarterly in-kind donation drives
  - Organizing quarterly volunteer engagement activities in assigned region
- Communicates regularly with schools, faith, corporate, and community groups within the service territory to market CCC programs, secure financial and limited in-kind donation support and engage volunteers.
- Collaborate with the Communications department to develop community marketing plans to support strategic plan, raise awareness about CCC programs service offerings, and to provide opportunities for community engagement.
- Collaborate with program staff to gather impact stories and outcomes for use in donor communications and in marketing campaigns.
- Represents Fund Development at local advisory committee meetings and builds strong working relationships with advisory committee members.
- Represents the Agency in the community and workplace in a professional and ethical manner
- Demonstrates sensitivity to the service population's cultural and socioeconomic characteristics
- Demonstrates strong interpersonal, decision-making, problem-solving, oral, and written skills
- Utilizes a high proficiency in Microsoft Office applications, donor database (Customer Relationship Management System) and all other software applications and digital platforms used by the Fund Development department.
- Travel throughout the territory is required. Approximate travel is 20-30% of time.

▪ **EDUCATION and/or EXPERIENCE:** bachelor's degree required with two years of related experience.

▪ **DIRECT REPORTS:** None

▪ **Full-time Employee Benefits:**

**Retirement savings** – After one year of employment, the agency contributes 4% of your plan year earnings into a savings account for you and will match dollar-for-dollar up to 4% of salary if an employee makes contributions to the plan. **That's an 8% annual contribution to your retirement savings!**

**PTO** – earn **16 days off** for vacation, sick, or personal time in your first year. This goes up to **22 days** in your second year and keeps climbing every five years.

**Holidays** – Enjoy **eleven** paid holidays

**Other paid leave at no cost to employees** – bereavement, short-term disability, long-term disability, paid parental leave

**Virginia Credit Union memberships**

**Employee Assistance program** – Free services including *five free confidential consultations* with a mental health professional

**Medical Insurance** – a choice of 4 PPO plans for employee, employee + spouse, employee + child(ren), or family coverage. A portion of premiums subsidized by the agency.

**Dental Insurance** – a choice of two dental plans for employee, employee + spouse, employee + child(ren), or family coverage. A portion of premiums subsidized by the agency.

**Vision Insurance**

**Life insurance** – paid by agency with option to purchase additional coverage

**Other insurance benefits** – flexible spending accounts including dependent care, health savings account (for qualified HDHP participants), legal resources