

Position Title: Director of Development
Department: Advancement
Reports To: Chief Advancement Officer
FLSA Status: Exempt
Hours: Monday-Friday 8:00 a.m. to 5:00 p.m. is the standard schedule
Some nights and weekends may be required
Salary Range: \$120,000-\$130,000 Annual

To apply for this position please use this link:

<https://catholiccharitiesdiocese.bamboohr.com/careers/321>

Position Summary

The Director of Development is a full-time, onsite leadership role based in San Diego, CA, responsible for planning, executing, and overseeing comprehensive fundraising strategies that advance the mission and programs of Catholic Charities Diocese of San Diego. Reporting to the Chief Advancement Officer, this position serves as a key member of the Advancement leadership team and as a strategic advisor on all fundraising and revenue development initiatives. The Director of Development directly supervises the Senior Grant Manager and Grant Manager and provides strategic and operational oversight of the organization's grant portfolio. This role ensures alignment between fundraising strategies, grant funding, compliance requirements, and measurable mission impact.

Programs & Mission Impact

Fundraising efforts led by the Director of Development support Catholic Charities' comprehensive portfolio of programs serving vulnerable individuals and families throughout San Diego and Imperial Counties, including:

- Emergency food distribution and nutrition programs
- Homelessness prevention, emergency shelter, and housing services
- Immigration legal services and refugee resettlement programs
- Community services and crisis assistance for vulnerable populations
- Senior services and family stabilization programs

Essential Functions

Fundraising Strategy & Execution

- Develop and execute comprehensive fundraising plans, including annual giving, major gifts, planned giving, grants, corporate support, and special events
- Set annual fundraising goals and track progress against key performance indicators
- Ensure all fundraising initiatives align with organizational values, mission, and strategic priorities

Grant Strategy, Oversight & Compliance

- Provide leadership and oversight for all grant development activities across public and private funding sources
- Supervise the Senior Grant Manager and Grant Manager, ensuring coordination across prospecting, proposal development, and reporting
- Oversee the full grant lifecycle, including opportunity identification, proposal submission, compliance monitoring, and funder reporting
- Collaborate with program and finance teams to ensure accurate budgets, outcomes, and performance data

Leadership, Collaboration & Reporting

- Partner with the Chief Advancement Officer to advance integrated advancement strategies
- Collaborate with program leadership to translate program impact into compelling donor and grant narratives
- Provide regular fundraising and grant performance reports to organizational leadership

Qualifications

- Bachelor's degree required; advanced degree or CFRE certification preferred
- Five to eight years of progressive nonprofit fundraising experience
- Proven success securing grants and major gifts
- Strong leadership, communication, and relationship-building skills
- Experience with fundraising CRMs and donor management systems

Certificates and Licenses

- Valid California Driver's License, reliable transportation, current automobile insurance, and an insurable motor vehicle record
- Ability to pass a background check

Physical Demands

The employee must be able to lift and/or move up to 10 pounds regularly and up to 25 pounds occasionally. The role requires the ability to walk and stand for extended periods, up to eight hours occasionally. This role requires occasional evening and weekend availability to support donor engagements and fundraising events. Driving is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Work Environment

The primary work environment is an office setting; however, responsibilities may also include site visits and attendance at fundraising or community events.

Catholic Charities is a nonprofit, non-discriminatory service organization and employer. We do not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation, or disability.