

Diocese of Oakland
Position Description

Title: Director- Family Aid for Catholic Education (FACE)
Division: Chancellor
Department: Office of Mission Advancement
EEOC Classification: Exempt (E-8), Full Time

Basic Functions

The Director must be a motivated, experienced professional able to work collaboratively with the Diocese's Department of Catholic Schools and the Office of Mission Advancement to implement the mission, strategic goals and objectives of the FACE program. The Director is responsible for the overall direction and growth of the fund development program for tuition assistance focusing on major gifts, planned gifts, grants from foundations and corporations, and individual giving. The Director will develop and direct strategies for all communications and marketing as well as fundraising events.

Duties and Responsibilities

- Increase, strengthen and diversify FACE's funding sources in support of a two million dollar annual fund need.
- Coordinate all fundraising efforts with the Department of Catholic Schools and the Office of Mission Advancement.
- Oversee planning and implementation of fundraising from foundations, including researching funding sources, establishing strategies for each funding source, submitting grant proposals, and tracking results for each grant submitted.
- Develop and implement all marketing and communication strategies to achieve fundraising goals.
- Produce content for the quarterly donor newsletter.
- Cultivate and lead stewardship of major (past, current and future) benefactors.
- Recruitment of new individual donors.
- Ensure semi-annual, in-person contact, both with major individual donors as well as corporate and foundation donor candidates is made accordingly.
- Develop and recommend yearly budget for Diocesan CFO and advisory board approval and prudently manage FACE resources within those budget guidelines.
- Preparation and dissemination of cash flow projections to assure all advisory board members are familiar with current revenues and expenditures.
- Lead the planning and execution of the annual fundraising gala dinner with a target of \$600,000 net, including managing staff and volunteers.
- Support operations and administration of advisory board by advising and informing members.
- Effectively supervise designated staff (1-2) according to Diocesan authorized personnel policies and procedures.
- Initiate disbursement of FACE funds to recipients and manage FACE funds within the appropriate accounts, in conjunction with Diocesan CFO and advisory board chairperson.

Education and Experience

- Bachelor's degree; Master's degree preferred.
- Minimum eight (8) to ten (10) years of successful professional fundraising/development experience including major donor cultivation and stewardship, annual fund, event fundraising, corporate and foundation gifts.

Skills and Abilities

- Proven track record related to program management, marketing, communications, data management and supervision.
- Passionate motivation for the mission of serving low-income families in Catholic education and an understanding of the cultural diversity of students and families.
- Excellent written and verbal communication skills.
- Competency in computer and online technology including social media, fundraising databases, and event management software.
- Possess fundamental financial acumen.
- Ability to work collaboratively as a team member and with other Diocesan programs and departments.

Learn more about the Diocese of Oakland

<http://www.oakdiocese.org/>

How to Apply

The position is available until filled with a salary competitive and commensurate with experience.

Qualified candidates should apply online and submit electronically a cover letter, resume and three (3) professional references to:

Gloria Espinoza:
gespinoza@oakdiocese.org by 5:00 pm, Friday, November 5, 2017.